



Security

CORRECTIONS PROGRAM

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This instruction implements AFD 31-2, *Law Enforcement*, and DoD Directive 1325.4, *Confinement of Military Prisoners and Administration of Military Correction Programs and Facilities*, May 19, 1988. It gives guidance and procedures for the Air Force Corrections Program (AFCP). It describes how to administer corrections, rehabilitation, and parole and clemency programs; how to secure corrections facilities; and how to control and transfer military prisoners. It applies to all persons who operate, administer, and supervise corrections facilities and programs. It does not apply to the US Air Force Reserve or the Air National Guard. It also does not apply to US Department of Justice (DOJ) or Federal Bureau of Prisons (BOP) facilities located on Air Force installations. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and E.O. 9397. System of records notice F125 AFA, Correction and Rehabilitation Records, applies.

SUMMARY OF REVISIONS

This Air Force Instruction (AFI) is a complete revision of AFI 31-205, Corrections Program. Changed material is indicated by a ★.

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Section A—Program Purpose, Guidelines, and Responsibilities

1. Program Purpose. The AFCP provides quality confinement and rehabilitation services for pretrial and court-martialed prisoners. The AFCP ensures a secure and humane environment for prisoners and staff. The AFCP maintains a high level of discipline and helps prisoners solve their problems; correct their behavior; and improve their attitudes toward themselves, society, and the military. Those not retained for further military service through the Air Force RTDP have the opportunity to return to society as responsible and productive citizens.

2. Program Guidelines. The AFCP directs corrections programs on a corrective rather than punitive basis. It requires positive programs to preserve and strengthen a prisoner's dignity.

2.1. Air Force prisoners serve sentences of confinement under the Uniform Code of Military Justice (UCMJ) in any place of confinement controlled by the Armed Forces or approved by the Secretary of the Air Force (SAF).

2.2. Prisoners in military or nonmilitary institutions are subject to that institution's rules or directives including rules on discipline and treatment.

★2.3. The installation commander may authorize use of civilian facilities (state, county, city). Use facilities approved by the US Marshals Service and when no military facilities are reasonably available. Such use should be on a temporary basis. Obtain the name and location of federally approved correction facilities from the nearest US Marshals Office. In the event the facility has not been approved by the US Marshals, check to see if it has been accredited by the state having jurisdiction. This accreditation may come from the American Correctional Association, American Jail Association or by the state itself.

★2.3.1. Anytime civilian or sister service facilities are utilized, a memorandum of agreement (MOA) should be completed. The MOA should detail responsibilities and services. Consult AFI 25-201, *Support Agreement Procedures*, 15 Nov 94, for guidance.

★2.3.2. Use Operation and Maintenance (O&M) funds to pay costs.

★2.4. Do not use confinement or correctional facilities for correctional custody, or confinement or correctional personnel to operate correctional custody facilities.

2.5. The Air Force confines prisoners in facilities that prevent immediate association with prisoners of war or foreign nationals who are not members of the US Armed Forces.

★2.6. The major commands (MAJCOM) security police (SP) may approve, on a case-by-case basis, temporary use of their corrections facilities to house an in-transient prisoner under the control of civilian law enforcement officers. Do not use military personnel as guards for the prisoner. Do not allow any form of contact with military prisoners.

2.7. All prisoners receive fair and humane treatment according to laws, instructions, and directives, and consistent with custody requirements.

2.8. Air Force Corrections System consists of four levels of facilities: Local Confinement Facilities (LCF), Level 1 Regional Correctional Facility (RCF), Level 2 RCF, and Long-Term Corrections. See attachment 1 for definitions.

3. Program Responsibilities:

3.1. The Chief of Security Police, US Air Force (HQ USAF/SP) establishes policy for the AFCP.

3.2. The Commander, 11 Support Wing (HQ 11 WG/CC), Bolling AFB DC, is the General Court-Martial Convening Authority (GCMCA) for prisoners in Level 1 RCFs (only those transferred by HQ AFSPA/SPCI), Level 2 RCFs, and Long Term Corrections facilities, including parolees who commit UCMJ offenses.

3.3. Headquarters Air Force Security Police Agency, Corrections Division (HQ AFSPA/SPC):

3.3.1. Implements and oversees the AFCP worldwide.

3.3.2. Is responsible for prisoners assigned to all RCF Level 2 and higher facilities.

3.3.3. Provides quality review for clemency and parole files (Level 1 RCF and LCF only).

3.3.4. Provides prisoner transfers into and out of RCF and higher facilities.

3.3.5. Maintains administrative control over US Air Force parolees and coordinates parole issues with the Commandant, US Disciplinary Barracks (USDB), who has administrative responsibility for Air Force parolees.

★3.3.6. Serves as Central Repository for Prisoner Victim/Witness Notification Program.

3.4. The Air Force Chief of Clinical Services for the AFCP, assigned to HQ AFSPA Det 2:

3.4.1. Provides rehabilitation, evaluation, treatment, and professional recommendations with regard to prisoners assigned within the AFCP.

★3.4.2. Serves as a focal point for mental health services and prerelease programs within the AFCP.

3.4.3. Serves as liaison with Air Force rehabilitation staff assignments and credentialing agencies.

★3.5. Commanders of HQ AFSPA Det 1, Ft Leavenworth, KS; Det 2, Naval Consolidated Brig (NAVCONBRIG) Miramar, CA; and Det 3, NAVCONBRIG Charleston, SC, are responsible for the welfare and administration of Air Force staff and prisoners confined at their respective locations. The commanders also support mental health programs, education, vocational testing and counseling, and employment programs as required by the support agreement.

NOTE: For the purpose of this instruction, detachment commanders have the same responsibilities and authority as described for the installation, chief security police (CSP).

★3.6. The Director, Secretary of the Air Force Personnel Council (SAFPC), chairs the US Air Force Clemency and Parole Board and announces the decision of the SAF on clemency, parole, restoration to duty, and reenlistment of prisoners.

3.7. The Director, USAF Judiciary (AFLSA/JAJ), advises HQ AFSPA on corrections, clemency and rehabilitation issues, and provides a voting member for the Air Force Clemency and Parole Board.

- 3.8. Air Force MAJCOM/SP oversee corrections activities in their command.
- 3.9. Installation commanders having corrections facilities implement programs according to this instruction and ensure adequate O&M funds are available for prisoners in nonpay status.
- ★3.10. Parent unit commanders are responsible for their confined personnel, regardless of location, until formal transfer of the confined person is complete. This responsibility includes but is not limited to providing escorts, assisting confined members' families (see section J), visiting confined members at least monthly or making telephonic contact when geographically separated, and obtaining transfer orders. The parent unit commander is responsible for updating the personnel system of changes in duty status until the prisoner is transferred to HQ AFSPA/SPC. When possible, the prisoner's parent unit commander provides a work program determined by the corrections officer or superintendent.
- 3.11. The installation chief, security police (CSP), or designated security police commander ensures corrections programs meet the guidelines in this instruction.
- 3.12. The corrections officer supervises staff; provides custody, control, administration, and correctional treatment for prisoners; and ensures the corrections staff follows this instruction.
- 3.13. The corrections staff:
- 3.13.1. Conducts programs to rehabilitate prisoners for return to society or, if selected, return to duty.
- 3.13.2. Provides an environment promoting prisoner responsibility.
- 3.13.3. Must know and adhere to use-of-force policies established in applicable DoD and Air Force directives. Local training also must consist of policies and use of weapons and special restraint devices unique to the confinement facility.
- 3.14. The staff judge advocate (SJA) provides the corrections officer with legal interpretation, guidance on confinement matters, and information concerning the offenses, for inclusion in the prisoner's DD Form 1476, **Prisoner's Admission Summary Data**.
- 3.15. Court-Martial Convening Authorities make clemency and parole recommendations and direct entry into the RTDP. They also ensure timely disposition boards and ensure that boards promptly forward results to the Air Force Clemency and Parole Board. This applies only to prisoners at LCFs and Level 1 RCFs.

Section B—Organization, Staffing, and Confinement Staff Training

4. Organization. The installation CSP assigns a commissioned officer as the corrections officer. This position may be an additional duty. The corrections superintendent or Noncommissioned Officer in Charge (NCOIC) is operationally responsible to the corrections officer.

5. Staffing. The type of facility (collocated or separate) determines staffing for LCFs. HQ USAF/SP establishes staffing for Level 1 and 2 RCFs. Commanders select staff members. Staff members must::

- 5.1. Be at least 20 years old.
- 5.2. Be E-4 or above and a 5-skill level.
- 5.3. Demonstrate maturity and emotional stability.

★**6. Training.** Level 1 and 2 RCF staffs and Corrections Officers/NCOICs at LCF's, should complete or be scheduled to attend a Service corrections course (or civilian equivalent) immediately upon duty assignment.

★6.1. The corrections officer/NCOIC at LCFs will establish and conduct training for regularly assigned confinement personnel and law enforcement personnel who regularly supervise prisoners.

★6.2. In-service training programs should contain as a minimum, training on:

- 6.2.1. The mission, purpose, and objective of the facility.
- 6.2.2. Confinement administration, to include confidentiality of prisoner information and Privacy Act requirements.
- 6.2.3. Use of force and weapons restrictions.
- 6.2.4. Escort responsibilities and custody requirements.
- 6.2.5. Emergency actions (fire, natural disaster, escapes, prisoner injuries or illness).
- 6.2.6. The staff/prisoner relationship.
- 6.2.7. The function and relationship of referral agencies (legal office, clinic, mental health, finance, etc.).
- 6.2.8. Management of HIV positive prisoners (see section K).

★6.3. Lesson plans should be developed for each subject of instruction. HQ AFSPA/SPCP has training videos with lesson plans and post tests which may be loaned to units. Ensure training is documented in training records.

Section C—AFCP Administration

7. Release of Prisoner Records. To the maximum extent possible, all persons associated with corrections must protect the deliberative processes involved in corrections, clemency and parole, restoration and reenlistment in the release of records requested under the Freedom Of Information Act (FOIA) and Privacy Act (PA). Consult AFI 37-131, *Freedom of Information Act Program* and AFI 37-132, *Air Force Privacy Act Program* for procedures on release or denial of FOIA and PA requests.

7.1. The Air Force has an exemption under the PA for all corrections and rehabilitation records. The *Federal Register* (Volume 55, No. 203, October 19, 1990) contains this exemption. Cite the exemption as the reason for not releasing exempt information. The authority for this exemption is Title 5, United States Code (U.S.C.), Section 552a(j)(2), *Government Organization and Employees*, 1970 edition.

7.2. Corrections staffs may release information in corrections and rehabilitation records under FOIA unless requested documents, or portions of the documents fall within exemptions in 5 U.S.C. 552. Evaluations and recommendations are usually exempt under 5 U.S.C. 552(b)(5).

★8. Victim and Witness Rights. Local staff judge advocates determine if a victim or witness wants to participate in the victim or witness notification program. The corrections officer establishes procedures to protect the rights of victims and witnesses who elect to participate in the notification process IAW AFI 51-201, *Administration of Military Justice*, Public Law (P. L.) 97-291, *The Victim and Witness Protection Act of 1982*, October 12, 1982, P. L. 101-647, *The Crime Control Act of 1990*, November 29, 1990, DoDI 1030.1, *Victim and Witness Assistance*, 23 Nov 1994, DoDI 1030.2, *Victim and Witness Assistance Procedures*, 23 Dec 1994, and this instruction.

★8.1. Victim and Witness Participation. Victims or witnesses associated with a particular prisoner's case may request notification when there is a change in a prisoner's confinement status. When an Air Force member is sentenced to confinement by court-martial, the trial counsel informs victims and witnesses, if any, of their rights to notification using the DD Form 2704, "Victim/Witness Certification and Election Concerning Prisoner Status". The trial counsel forwards the DD Form 2704 to the confinement facility and HQ AFSPA/SPC in all cases where confinement is adjudged. (Note: A DD Form 2704 is required for all adjudged prisoners whether or not a victim and witness is identified.) Victims and witnesses are responsible for notifying the confinement facility or HQ AFSPA/SPC of changes in their address or phone number.

★8.2. Establishing a Program. Each confinement facility establishes a Confinement Victim and Witness Notification Program for persons entered by request or through the confinement facility receipt of a properly completed DD Form 2704. The Victim and Witness Coordinator (VWC) for the confinement facility must understand the importance of this program, and be sensitive to the needs of victims or witnesses. The VWC will treat victim and witness information with strict confidentiality. **The identity of a crime victim or witness shall not be disclosed to the prisoner or any third party.** These procedures apply to prisoners of all military services confined at USAF confinement facilities. All victims and witnesses will be treated with sensitivity and compassion.

★8.3. Notification Procedures. The trial counsel sends the initial notification requirement to the confinement facility using the DD Form 2704. If the confinement facility receives a request directly from a victim or witness by other means, the VWC forwards the request to the trial counsel or servicing SJA for processing. Upon receipt of the DD Form 2704, enter the individual into the program. Refer questions from victims and witnesses concerning matters other than release or release-related activities to the appropriate office.

★8.4. Prisoner's Files. Mark correctional treatment files of prisoners included in the victim and witness program for local identification. For example: "CONTAINS VICTIM OR WITNESS REQUEST." Victim and Witness information is exempt from release under the Privacy Act and Freedom of Information Act. Do not allow the prisoner access to this information at anytime. The VWC maintains a separate adjunct Victim/Witness Notification Record by individual name of each victim or witness. Document all contacts with a victim or witness, including telephone calls, in the Victim/Witness Notification Record. Show the date, time, type of contact, phone number/address used, staff name and reasons/outcome.

★8.5. Disposition of Files. Victim and Witness files are a semi-permanent document of correctional treatment files and will be disposed of in accordance with AFMAN 37-139, Records of Disposition--Schedule, packaged as follows.

★8.5.1. The VWC will seal files in a separate envelope and mark as victim/witness files.

★8.5.2. The envelope will be clearly labeled "EXEMPT from Freedom of Information Act and Privacy Act Release". The envelope will be kept with the CTF.

8.6. Types of Notification and Time Frames. Use the DD Form 2705, "Victim and Witness Notification of Confinement Status" to make victim and witness notifications. Use this form to advise victims and witnesses of any change in the prisoner's confinement status. Attach it to a cover sheet (attachment 7). Unless a shorter period is prescribed below, make notifications at least 45 days prior to the specific action. Send all correspondence by certified mail, return receipt requested. File receipts in the Victim and Witness Notification Record.

- ★8.6.1. Initial Contact. Send prisoner status change letter (attachment 8) to victims and witnesses within 10 working days of receiving the DD Form 2704 or other acceptable request for enrollment in the Victim and Witness Notification Program. Attach a completed DD Form 2705 to the initial enrollment letter. At this time notify victims and witnesses of initial clemency and parole dates, if applicable.
- ★8.6.2. Clemency/Parole Hearing. Notify victims and witnesses at least 45 days in advance (or as soon as known) of clemency and parole hearings held by the appropriate military service Clemency and Parole Board (C&PB). Advise victims and witnesses of their right to submit statements (written or taped) to the service C&PB on the impact crime has had on their lives. Refer requests from victims and witnesses to appear before a clemency/parole hearing to the appropriate service C&PB. (Note: Personal appearances are not authorized for the Air Force Clemency and Parole Board or before facility disposition boards considering Air Force prisoners.)
- ★8.6.3. Release. Notify victims and witnesses when a prisoner is scheduled to be released. Using the DD Form 2705, provide the date, method of release and destination (city and state). In parole cases, include the parole officer's name and telephone number. Make notifications by telephone when the prisoner is unexpectedly released or when required by short-notice time frames.
- ★8.6.4. Escape. Notify victims and witnesses by telephone as soon as possible after discovery of an escape by an adjudged prisoner. Victims and witnesses will be re-notified by telephone upon the prisoner's return to confinement. Provide this information to the service Central Repository by the most expeditious means (Fax, E-mail, or telephone). See 8.11. below for procedures if a detainee escapes.
- ★8.6.5. Transfer. Notify victims and witnesses of transfer to another facility. Notification may be made prior to transfer or immediately thereafter. Regardless of military service, forward victim and witness information via separate correspondence to the commander of the receiving facility. Requests for transfer to another confinement facility **must** identify cases where victim and witness notification is required. The commander of the receiving facility notifies victims and witnesses of the prisoner's new location and enrollment in the facility's victim and witness notification program within 14 days of prisoner arrival. Send a copy of the notification to the service Central Repository.
 - ★8.6.5.1. If transferred to the United States Disciplinary Barracks (USDB), forward the victim and witness information separately to the Command Judge Advocate, Attn: Victim/Witness Coordinator, USDB, Fort Leavenworth, KS 66027.
 - ★8.6.5.2. If transferred to the Federal Bureau of Prisons (FBOP), HQ AFSPA/SPCI coordinates with and notifies the Victim and Witness Notification Coordinator at the FBOP. All requests to HQ AFSPA/SPCI for transfer to the FBOP **must** identify cases where victim and witness issues are present.
- ★8.6.6. Emergency Leave. Notify victims and witnesses before the prisoner's release on emergency leave; this should normally be done by telephone.
- ★8.6.7. Death. Notify the victim or witness within 10 days of the death of a prisoner.
- ★8.7. Canceling the Notification Request. A victim or witness may request removal from the confinement notification program by writing the service Central Repository. Forward requests made directly to the confinement facility to the service Central Repository. The confinement facility may recommend canceling a notification request to the Service Central Repository when the victim or witness fail to respond within 60 days to an inquiry concerning continued participation. Prior to canceling a notification request, document in the Victim and Witness Notification Record all efforts to contact the victim or witness. If certified mail is returned, the VWC shall attempt to telephone the individual or contact directory assistance. Document all these efforts in the recommendation to cancel notification efforts to the victim or witness.
- ★8.8. Victim/Witness Protection. Any time a victim/witness advises you, or if you or the correction staff have reason to believe the victim/witness is in danger, render all assistance possible (within jurisdictional limits) to get protection for them. Assistance may range from advising the victim/witness to contact local law enforcement, to the corrections officer or designee personally advising law enforcement agencies in the victim's/witness' jurisdiction of danger. Military authorities should handle protection for victims/witnesses within military jurisdiction. Notify AFOSI in cases involving Air Force prisoners. Advise prisoners they are not to make contact with any victim or witness of their confining offense either directly or through a third party without the permission of the victim or witness. This prohibition includes contact via telephone calls, visits or writing letters. Prisoners desiring to communicate with a victim or witness may submit a request to the Commander of the facility. The VWC will contact the victim or witness to determine whether contact is desired. This requirement applies to all cases regardless of whether the victim or witness has elected to participate in this program.
- ★8.9. Training. All corrections personnel should periodically receive information about the Victim and Witness Program and staff responsibilities. Arrange training with the local staff judge advocate.
- ★8.10. RCS: HAF-SP-(M)9611. *Victim/Witness Monthly Status Report*. Send a monthly report to HQ AFSPA/SPCP (see attachment 9 for suggested format) by the fifteenth for the previous month. This activity report provides a list of prisoners, grouped by service, for whom a DD Form 2705 was generated during the month, including branch of service, social security number, date entered into program, minimum release date (MRD) and parole eligibility date (PED). Include the number of status changes and number of notification letters (DD Form 2705) sent per prisoner and reason for status changes. Include

information regarding any inability to contact a victim or witness in this report. Facilities may mail or fax the report; negative reports are required.

NOTE: This report is designated emergency status code D. Immediately discontinue reporting data during emergency conditions. Discontinue reporting during MINIMIZE.

★8.11. Pretrial Detainees. Responsibility for notifying a victim or witness regarding the status of a Navy or Marine detainee rests solely with the detainee's command. For an Air Force detainee, contact the base security police of the detainee's command. For an Army detainee, contact the trial counsel from the detainee's command. The VWC should be prepared to advise remote or small commands of appropriate action when events dictate (i.e. escape).

★8.12. Action. The correction officer establishes internal controls to keep information submitted by victims and witnesses confidential and prevent unauthorized access to associated files. Include the Confinement Victim and Witness Notification Program in facility operating instructions.

9. Deviation Requests. Correction officers request deviations to criteria in this instruction by letter. Include in the letter the reason and condition for a waiver, exception, or variance and the compensatory measures for exceptions and waivers.

9.1. Request exception when a condition is not correctable or not cost-effective to correct. Use compensatory measures. Exceptions have no expiration date.

9.2. Request a waiver when a condition is correctable. Use compensatory measures. Waivers expire two years from the date of approval.

9.3. Request a variance when a condition exists that differs technically from the criteria but provides the same level of security, safety, or comfort for prisoners; e.g., a 7-foot-high concrete wall instead of a 7-foot-high chain link fence. Variances do not need to include compensatory measures and corrective actions; they have no expiration date.

9.4. The installation commander approves waivers, exceptions, and variances for LCFs except those relating to safety, transfer, and escort requirements.

9.5. HQ AFSPA/SPC approves all waivers, exceptions, and variances related to Air Force-operated RCFs as well as those relating to LCF safety, transfer, and escort requirements.

★9.6. Corrections officers send information copies of approved waivers, exceptions, and variances to the responsible MAJCOM/SP and HQ AFSPA/SPCP, 8601 F Avenue SE., Kirtland AFB, NM 87117-5516.

★10. **RCS: DD-P&R(SA) 1792, *Semi-Annual Confinement Report.*** A corrections officer responsible for housing prisoners sends this report to the appropriate MAJCOM/SP by 1 February and 1 July every year. This report covers the periods from January to June and July to December. MAJCOM/SPs consolidate these reports into one report and submit it to HQ AFSPA/SPC, 8601 F Avenue SE., Kirtland AFB, NM 87117-5516, not later than 15 February and 15 July.

NOTE: This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue reporting during MINIMIZE.

★11. **Incident Reporting.** The corrections officer or NCOIC reports any significant incident, to include a prisoner death or escape, by OPREP-3 (RCS: HAF-XOO (AR) 7118) (see AFMAN 10-206, *Operational Reporting* [formerly AFR 55-55]) to the parent MAJCOM/SP, HQ AFSPA KIRTLAND AFB NM//SPC//, and HQ USAF WASH DC//SPO//. This report is designated emergency status code C2. Continue reporting during MINIMIZE.

Section D—Facilities and Equipment

★12. **Establishing, Changing Designation, and Closing Facilities.** The installation commander determines the need to establish, change, or close an LCF. Base the decision on prisoner population and availability of other facilities in the area, such as an RCF. MAJCOM/SPs approve plans to establish or change the status of existing facilities. Send information copies of approved changes to HQ AFSPA/SPC, 8601 F Avenue SE., Kirtland AFB NM 87117-5516. HQ AFSPA approves such plans for Air Force-operated RCFs.

13. General Design Criteria. The corrections officer ensures space is available for prisoner housing, recreation, administration, and education. The design must include escape prevention as well as safety and emergency evacuation procedures. A corrections facility design shall include:

13.1. Segregation cells located so physical contact with non-segregated and other segregated prisoners is impossible and to minimize the possibility of escape and self inflicted injury.

13.2. Division of prisoners by status, custody grade, sex, and officer and enlisted.

- 13.3. Provisions for reasonable comfort consistent with good order and discipline.
- 13.4. Distinctive administrative areas separate from security functions.
- 13.5. Secure storage space for personal property.
- 13.6. Health and comfort item storage area.
- 13.7. Secure janitorial supply storage area.
- 13.8. A visiting area with controlled entry and exit that allows for private conversation and has storage space for visitors' personal property; e.g., coats, handbags, etc.
- 13.9. Day rooms with space for reading, writing, and table games.

14. Physical Security, Safety, and Comfort Measures. The corrections officer ensures the below security, safety, and comfort measures exist in their corrections facilities.

- 14.1. Have barriers to control public entry into prisoner areas and to prevent prisoner escape. Fences used as a facility boundary must be, as a minimum, 7-foot-high fence fabric, with three-strand barbed wire mounted on an inward 45-degree angle. Secure fence fabric at the bottom. Ensure gates are wide enough to permit entry for all emergency vehicles.
- 14.2. When possible, use closed circuit television (CCTV) for internal and external control.
 - 14.2.1. Ensure CCTV does not clearly invade prisoner privacy unless suicidal or violent behavior dictates otherwise.
 - 14.2.2. Do not monitor latrine and shower areas used by prisoners of the opposite sex.
 - 14.2.3. Keep CCTV monitors from public view.
- 14.3. Provide interior and exterior lighting as follows:
 - ★14.3.1. When feasible, light each cell and facility through windows or skylights large enough to admit natural light (Facilities built after 1 Jan 97 should have windows or skylights installed.).
 - 14.3.2. Artificial light in rooms, cells, and personal hygiene areas is at least 20 foot-candles at desk-top level.
 - ★14.3.3. When feasible, provide all individuals confined in cells or rooms with a view to the outside of at least 3 square feet.
 - 14.3.4. Provide adequate exterior lighting for security and safety.
 - 14.3.5. Install wire mesh covering or safety glass for lighting fixtures in areas where prisoners are present.
 - ★14.3.6. Provide battery powered emergency lights to illuminate the facility interior during power outages.
- 14.4. Indoor temperatures are at locally prescribed levels.
- ★14.5. Air circulation is at least 10 cubic feet of fresh or recirculated filtered air per minute per occupant for prisoner rooms/cells, officer stations, and dining areas, as documented by an independent, qualified source. Facilities built after 1 Jan 97 must provide at least 15 cubic feet of fresh or recirculated air.
 - ★14.5.1. Mechanical ventilation may provide for recirculation of outside air except where prohibited by codes. The outside air requirements may be reduced to a minimum of 33 percent of the specified ventilated air quantity if adequate temperature control is provided in addition to filtering equipment so that the maximum concentration of particles entering the space is reduced to acceptable limits. In no case should the outdoor air quantity be less than five cubic feet per minute per person.
- ★14.6. Noise levels do not exceed 70 dBA (A scale) in the daytime and 45 dBA (A Scale) at night.
- 14.7. Use simple locking devices--not padlocks. Keep all keys in a secure location and establish procedures to issue, receive, and inventory keys.
 - 14.7.1. Duplicate keys are immediately available for emergencies.
 - 14.7.2. Electronic locks have a manual backup. Monitor control panels on a 24 hour basis. Ensure panels contain a "group release" for cell or room doors.
- 14.8. Conventional porcelain toilets and sinks are appropriate in standard cells or areas. Provide cast metal, round-edged combination toilets and sinks in segregation cells. Sinks should be slow drain to toilet bowl, and equipped with self-closing tamper-proof valves, index buttons, soap dish, drinking bubbler, and overflow. Provide toilets, sinks, and showers as follows:
 - 14.8.1. Toilets: A minimum ratio of one toilet for every 12 males and one toilet for every eight females, available on a 24-hour basis. You may substitute urinals for up to one half the toilets in male facilities.
 - ★14.8.2. Dormitory type facilities capable of housing three or more prisoners will have a minimum of two toilets.
 - 14.8.3. Sinks: A ratio of at least one for every 6 prisoners.
 - 14.8.4. Built-in shower stalls: A ratio of one shower stall for eight prisoners. Showers must have concealed and tamper-proof supply fittings, surface mounted fixed prison type shower head, and tamper-proof hot and cold water valves. To avoid injury from hot water, thermostatically control shower water temperatures between 100 and 120 degrees Fahrenheit.
- 14.9. AFI 40-102, *Tobacco Use in the Air Force*, governs smoking and tobacco use.

15. Prohibitions. Corrections officers ensure enforcement of the following prohibitions during both the design and operating stages.

- 15.1. Locate facilities next to child care operations or facilities which dispense, sell, or store alcoholic beverages.
- 15.2. Use electrically charged fences or wires.

- ★15.3. House non-prisoners in the facility.
- ★15.4. Do not allow temporary prisoners to have contact with military prisoners (see paragraphs 2.4 and 2.5).
- 15.5. Divide visiting areas by any type of barrier.
- 15.6. Use “black-out” cells.

★16. **Space Allocation.** Dormitory space for prisoners will provide for separation and supervision. For all confinement facilities built prior to 1 Jan 97, the space allotment for dormitory type facilities will be designed on the basis of 72 square feet per prisoner (except under circumstances described in 16.1. below), computed on a net room area that includes open aisle but excludes latrines, closed corridors, and utility space.

★16.1. When conditions prevent the use of standard allocation during temporary periods of increased prisoner population, provide 50 square feet per prisoner. MAJCOM commanders may approve operations under the reduced space allocation rule for up to 60 days. Only HQ AFSPA/SPC may approve emergency minimum space allocation for any period beyond 60 days.

★16.2. Space allotment for individual cells or rooms and for cells that are used for segregation of prisoners will be: 8 feet long, 6 feet wide and 8 feet high (minimum inside measurements). When any cell or room doesn't meet this minimum space requirement, it must be inspected by a medical doctor or physician's assistant and certified as acceptable for confinement. Document these instances by exception approved by the installation commander.

★16.3. As of 1 Jan 97, all new construction and/or renovation of existing facilities will provide each prisoner in individual cells and open bays a minimum 35 square feet of space, unencumbered by furnishings or fixtures. Ensure ceiling to floor distance is at least 8 feet.

★16.4. When confinement exceeds 10 hours per day, provide at least 80 square feet of total floor space per occupant. (Note: Does not include normal sleep time.)

★16.5. Ensure day rooms and recreation rooms provide a minimum of 35 square feet per prisoner allowed to use the room at one time. No day room or recreation room will contain less than 100 square feet.

17. Furnishings. Corrections officers ensure each cell or area has at least one sleeping surface. The surface consists of a mattress at least 12 inches off the floor (per prisoner); a writing surface and proximate area to sit (required only if prisoner is inside more than 10 hours per day); a storage space for personal items; and a place to suspend clothes. Provide sufficient furnishings, consistent with prisoner custody levels, in day rooms for every occupant using it at one time.

18. Equipment. Corrections officers ensure corrections facilities provide the following:

- 18.1. Office equipment to support the administrative function.
- 18.2. Janitorial supplies for use in the facility and serviceable tools for prisoner work projects.
- 18.3. A public address system (as required).
- 18.4. Sufficient recreational equipment and day room equipment such as TVs and/or radios.
- 18.5. Religious supplies and literature as provided or approved by the installation chaplain.

Section E—Administration and Management

★19. **Confinement.** The corrections staff informs the installation commander within 24 hours of a prisoner's entry into confinement. The staff will use DD Form 506, **Daily Strength Record of Prisoners**, to report entries into confinement. DD Form 515, **Roster of Prisoners**, supplements DD Form 506 and a copy will be sent to HQ AFSPA/SPCI weekly either by fax or mail. Mail forms to HQ ASPA/SPCI, 8601 F Ave SE, Kirtland AFB, NM 87117-5516. The Air Force may house prisoners in civilian (state, county, or municipal) facilities when no military facilities are reasonably available. Set up local procedures for using civilian facilities. While a prisoner is in confinement, use AF Form 511, **Individual Prisoner Utilization**, to record prisoner work program participation, training, and other utilization information.

20. Hospitalized Prisoners. Hospital commanders appoint a medical officer responsible for prisoner medical matters and designate a room or ward for prisoner patients. The corrections officer is responsible for custody and control matters.

- 20.1. The corrections officer provides the hospital commander a brief history of the prisoner's conduct and custody grade.
- 20.2. When projecting prisoners for temporary duty (TDY) for hospitalization, the parent installation corrections officer:
 - 20.2.1. Informs the TDY installation CSP of the projected TDY.
 - 20.2.2. Provides the necessary transfer information.
 - 20.2.3. Establishes the prisoner's custody grade with the TDY installation CSP.
- 20.3. The prisoner's parent unit commander provides escort and guard personnel when required, consistent with custody grade and security requirements.

21. Confinement of Prisoners Under Sentence to Death. Except in times of war, a long-term corrections facility is the only authorized place to confine prisoners under sentence of death. During time of war, the SAF may designate other facilities for such confinements.

22. Sentence Computation. The corrections officer or designated corrections staff member computes sentence and Good Conduct Time (GCT) according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30).

★22.1. The date the sentence of a court-martial is adjudged will mark the confinement start date (CSD) of the sentence to confinement. If a prisoner served pretrial confinement for the offense(s) for which the sentence was imposed, the CSD will be administratively adjusted to reflect the time spent in pretrial confinement and any additional pretrial confinement credit ordered by the military judge, convening authority, or appellate court.

★22.2. Credit a prisoner, at the beginning of sentence, with the monthly GCT deduction for the full term of sentence. Also credit the prisoner any confinement time credit awarded by the court as stipulated on the Report of Result of Trial. This establishes the prisoner's minimum release date (MRD).

★22.3. Extra Good Conduct Time (EGCT) is an additional abatement approved by the installation CSP as a reward for good performance in industries, work projects, education, mental health programs, or other activities deemed appropriate by the installation CSP. The following applies:

22.3.1. Prisoners earn EGCT. The installation CSP does not grant it because a prisoner meets minimum expectations.

22.3.2. Complete all EGCT projections at least 30 days prior to release.

22.3.3. Compute the maximum allowable EGCT according to DoD Directive 1325.4 at 3 days per month for the first year; 5 days per month for subsequent years. Adjust a prisoner's MRD (factoring in granted or forfeited EGCT) monthly.

★22.3.4. Violations of facility rules or commission of an offense could result in forfeiture of all or part of any earned GCT or EGCT. The installation CSP approves forfeited or withheld GCT or EGCT. The installation CSP must use the Discipline and Adjustment Panel (see para 48) in making a decision for forfeiture. The installation CSP may restore all or part of previously forfeited or withheld GCT or EGCT, including time withheld or forfeited at other institutions.

★23. **Determining the Place of Confinement.** Air Force prisoners serve sentences within the Air Force or DoD corrections system. All Air Force Academy Cadets sentenced to 12 months or more and officers regardless of length of sentence, serve their sentences at the USDB. Cadets sentenced to less than 12 months may serve their sentence at another facility as designated by HQ AFSPA/SPC. The length of sentence normally determines the place of confinement (see definitions of types of facilities in attachment 1). Under normal situations, confine pretrial prisoners locally. HQ AFSPA/SPC approves deviations from place of confinement criteria.

24. Confinement Orders. Staffs confine only persons ordered into confinement via DD Fm 497, Confinement Order. An authorized commissioned, warrant, or noncommissioned officer as identified by Article 9(b) of the UCMJ, MCM, R.C.M. 304 and 1101, may sign the DD Form 497 authorizing confinement. The Report of Result of Trial may serve in lieu of the DD Form 497 if the accused was in continuous pretrial confinement from the confinement date to the adjudged date. The unit representative affecting the confinement completes the AF Form 444, **Advisement of Rights Upon Pretrial Confinement**. A corrections staff member will witness the AF Form 444.

25. Processing Prisoners Into a Facility. Because prisoners may arrive at any time, the corrections officer ensures all corrections staff members are proficient in processing a new prisoner as described below. Processing includes at least a briefing on facility rules, an interview by the corrections officer or superintendent, health and comfort item issue, an inquiry through the National Crime Information Center (NCIC), photographing and fingerprinting, search of the prisoner and property, receipting for property, and a physical examination by a medical officer.

25.1. When possible, segregate new prisoners from others during initial processing and administration.

25.2. Use DJFD Form 249, **FBI Current Arrest or Receipt Card**, to fingerprint prisoners whose sentence is approved by the convening authority (CA) and includes more than one year confinement or a punitive discharge. Attach the prisoner's photograph to the form. Complete the form in two originals. Keep one in the CTF and forward the other to the Federal Bureau of Investigation (FBI), Identification Division, Washington DC 20537-9700. The following also applies to FBI related documents.

25.2.1 When a prisoner with a DJFD Form 249 on file escapes, complete two originals of FBI Form I-12, **Wanted-Flash Cancellation Notice**. Upon a prisoner's recapture, complete another set of the FBI Form I-12. For both situations, forward one form to the FBI Identification Division and file the other in the CTF.

25.2.2. When a prisoner with a DJFD Form 249 on file dies, notify the FBI Identification Division of the death by letter immediately. Include postmortem fingerprints of the deceased prisoner with the letter.

25.2.3. If the prisoner's sentence is set aside, complete two originals of the DJR Form 84, **Final Disposition Report**. Send one to the FBI Identification division and file the other in the CTF.

25.2.4. Order FBI forms from the FBI, Administrative Services Division, Room 1B276, Washington DC 20535-9700.

25.3. Ensure the prisoner receives a physical exam by medical personnel within 24 hours after entry into confinement. The medical officer tests for communicable diseases including HIV and Hepatitis-B, and also conducts urinalysis testing for illegal drug and narcotic use. Document all results except HIV results in the CTF. *NOTE:*The medical staff documents HIV test results in the prisoner's medical records.

25.4. Upon initial entry into a corrections facility, the corrections officer or designated corrections staff member screens the prisoner's medical records for mental health consultation entries. Look for entries since the time of offense for which the court-martial was convened.

25.4.1. If the records contain a consultation entry, contact the parent installation mental health clinic to ascertain if the prisoner is a danger to himself, herself, or others or requires follow-on mental health support.

25.4.2. If during the initial interview, the interviewer determines a prisoner needs immediate mental health care, contact the mental health clinic.

25.5. Complete DD Form 1476, **Prisoner's Admission Summary Data** and DD Form 498, **Prisoner's Personal History Record**. Prisoners may consult their area defense counsel or attorney prior to completing the "prisoner's version" portion of the DD Form 1476.

25.6. Use DD Form 1477, **Prisoner's Progress Summary Data**, to record changes in prisoner status, progress during confinement, psychiatric or mental health evaluations, and parole officer recommendations.

25.7. Use DD Form 1478, **Prisoner's Summary (Continuation Sheet)**, to continue information from the DD Forms 1476, 1477, and DD Form 1479, **Prisoner Assignment and Clemency Board Action**.

★25.8. Place all victim notification and request letters you receive from the judge advocate's office in the CTF. *NOTE:*Make all letters available for review by disposition board members.

25.9. The parent unit completes an AF Form 2098, **Duty Status Change**, to update the prisoner's duty status code and processes the form through the local Military Personnel Flight (MPF) and Accounting and Finance Office (AFO). Change the duty status code to 17 for post-trial confinement and 16 for pretrial confinement.

★25.10. Prisoners with dependents apply for household good relocation according to AFI 36-3020, *Family Member Travel* and Joint Federal Travel Regulation (JFTR) U5370-J.

26. Correctional Treatment File (CTF). The corrections staff establishes a CTF for each prisoner during initial in processing. Refer to AFPAM 31-221 for how to set up the CTF. The corrections officer is responsible for proper disposition of the CTF as follows.

26.1. When prisoners complete a sentence of confinement and return to their unit of assignment, transfer the CTF to the unit of assignment. In the remarks section of the DD Form 367, **Prisoner Release Order**, annotate you gave the CTF to the person receipting for the prisoner. File a copy of the DD Form 367 in the CTF and one copy in the facility files. The unit of assignment is responsible for staging and disposition of the CTF according to AFMAN 37-139, *Records Disposition--Schedule* (formerly AFR 4-20, volume 2).

26.2. When temporarily transferred to another facility, transfer the CTF with the prisoner. The CTF returns when the prisoner returns to the base of assignment. Do not allow the prisoner access to the CTF.

★26.3. When a prisoner transfers to an RCF or higher facility, the CTF goes with the prisoner. The losing facility keeps copies of documents closing the Personal Deposit Fund (PDF), a copy of the transmittal letter listing all transferred items (including the CTF), and a copy of the DD Form 629, **Receipt for Prisoner or Detained Person**.

26.4. When a prisoner completes a courts-martial sentence and is permanently released, refer to AFMAN 37-139 for final disposition instructions.

★26.5. Clearly mark CTFs containing victim or witness requests for notification. For example: "CONTAINS VICTIM OR WITNESS INFORMATION" (Including medical treatment files).

★27. Status and Custody Grades. The corrections officer classifies prisoners as pretrial, post trial or casual (prisoners in transient or awaiting pick up or transportation), and assigns one of the following custody grades to all prisoners (See attachment 11).

27.1. Maximum Custody. Poses a serious threat to themselves or others, are an extreme escape risk, or whose behavior is seriously disruptive to the operation of the facility. Do not remove from the facility except in emergencies or unusual circumstances.

27.2. Medium-In Custody. Requires continual supervision. The prisoner poses an escape risk, but does not present a significant threat to others or property. Assign this custody grade to prisoners who demonstrate a poor adjustment to

confinement. Do not assign medium-in custody prisoners to work details away from the facility. Initially assign all prisoners to medium-in custody.

27.3. Medium-Out Custody. Poses a minimal escape risk. Assign medium-out prisoners work details inside or outside the facility under escort.

27.4. Minimum Custody. Does not present an apparent threat of escape or danger. Assign minimum custody prisoners work details inside or outside the facility. Prisoners in this custody grade may sign out and report only to work details unescorted. Establish local procedures to account for the location of these prisoners while away from the facility.

27.5. Community Custody. Demonstrates a keen sense of responsibility and trust and requires very little supervision. Permit prisoners in this custody grade to sign out and report to work details unescorted. Additionally, the installation CSP may approve work assignments at the prisoner's unit of assignment (prior to confinement), working in their Air Force Specialty Code, and use of base facilities. Develop a local picture identification card for prisoners placed in community custody.

28. Quarters Assignment. The corrections staff assigns prisoner quarters based on status, rank, and sex, and custody grade. The following applies:

28.1. House pretrial and post-trial prisoners in separate cells or areas. They may use the same common areas.

28.2. Physically separate commissioned and warrant officers from enlisted prisoners. Officer prisoners may share the same common areas as enlisted prisoners.

28.3. Separate females and males by both sight and sound.

28.4. Segregate maximum custody prisoners from all others.

★29. Release From Local Confinement. The installation CSP coordinates the release of prisoners with the Installation Commander and the Unit Commander when they complete their sentences to confinement, or, are approved by the Air Force Clemency and Parole Board for release on parole. The Convening Authority directs prisoners to be placed on excess leave upon completion of confinement (Reference AFI 51-201, *Administration of Military Justice* para 9.3. and 9.12.). The Corrections Staff conducts a pre-release conference with prisoners. Use DD Form 367 to authorize release from confinement. The Corrections Officer releases pretrial prisoners upon order of an authorized official (i.e. confining official).

★29.1. The parent unit is responsible for submitting the proper documentation to AFO to place member on excess leave. Timely coordination with the confinement facility, Unit Commander and the AFO ensures prompt release from confinement and that the member will no longer be entitled to receive pay and allowances.

★29.2. Members approved for release on parole will be reassigned to HQ AFSPA, Kirtland AFB NM with permanent duty station United States Disciplinary Barracks (USDB), Ft Leavenworth, KS. Coordinate the transfer of members approved for release on parole with HQ AFSPA/SPCI for further guidance.

★29.3. A discharge or dismissal will not be executed until appellate review is completed and discharge or dismissal has been ordered executed. Members whose discharge/dismissal have been executed will not be placed on excess leave.

★29.4. If released on parole or appellate leave before appellate review is complete, the corrections staff ensures prisoners and dependents are issued armed forces identification card(s) with an expiration date of one year from date of release.

29.5. The corrections officer provides "release gratuities" upon release by punitive separation to include:

29.5.1. Civilian clothing if the prisoner has no clothing appropriate for travel (provided by parent unit).

29.5.2. Transportation, in kind, at government expense according to the JFTR.

29.5.3. A cash donation according to DoD 7000.14-R, *Financial Management Regulation, Volume 7A, (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, December 1994.

Section F—Allowances and Services

30. Health and Comfort Items. The corrections officer ensures prisoners get health and comfort items and may delegate responsibility for health and comfort items to the superintendent or NCOIC. As a minimum, the following guidelines apply.

★30.1. Health and comfort items for prisoners in nonpay status are issued according to facility guidelines and may be procured in several ways. Items are purchased using parent unit O&M funds or the corrections officer establishes a issue stock of items, purchased through installation O&M funds. (See attachment 10 for listing of health and comfort items). Prisoners in pay status may purchase items using their PDF.

★30.2. As a minimum, provide items for personal hygiene, compliance with AFI 36-2903, *Dress and Personal Appearance of Personnel* and postage stamps (prisoners in nonpay status may use official mail for official correspondence only).

30.3. Transfer prisoners with their health and comfort items by agreement with the gaining facility.

30.4. Maintain an emergency stock of health and comfort items. A appointed custodian will inventory the stock quarterly.

31. Prisoner Finances. The AFO at the base confining the prisoner maintains the prisoner's pay records unless otherwise directed by HQ AFSPA/SPC. When a prisoner initially goes on excess leave for appellate review, the AFO servicing the prisoner's accounts continues servicing them.

32. Prisoner Communications. The corrections staff ensures prisoners receive postal service. Never deny this service. Allow other correspondence with certain limitations as allowed by the corrections officer.

32.1. The corrections officer, superintendent, or NCOIC may authorize prisoners to make outgoing calls. All long distance calls are collect to the party called. Do not allow incoming calls except as explained in paragraph 32.1.1.

32.1.1. After Red Cross verification, allow prisoners to receive emergency telephone calls, through the corrections staff, if a death or serious illness occurs in the prisoner's immediate family.

32.1.2. Prisoners may also receive calls from their attorney(s).

32.2. Prisoners use normal mail to conduct non-emergency communications. The corrections staff inspects incoming and outgoing mail, to intercept contraband; e.g., monies, valuables, stamps, etc., to detect criminal activities; and to control mail which violates postal regulations, contains obscenities, or communicates threats. All privileged communication outlined below is exempt from rejections or censorship, but the corrections officer or appointee may inspect the communication, in the presence of the prisoner, for authenticity and contraband control.

32.2.1. President or Vice-President.

32.2.2. Congressional.

32.2.3. Secretary of Defense.

32.2.4. Attorney General.

32.2.5. SAF.

32.2.6. The Judge Advocate General.

32.2.7. The Inspector General.

32.2.8. Representatives of the above.

32.2.9. State and Federal courts.

32.2.10. Defense Counsel.

32.2.11. Any military or civilian attorney.

32.3. Use DD Form 499, **Prisoner's Mail and Correspondence Record**, to control authorized correspondence.

★32.4. Except for IG complaints, prisoners submit complaints or requests, using a DD Form 510, **Request for Interview**, through the corrections superintendent or officer to the person or agency to whom the complaints are submitted. Exception: Air Force Inspector General Complaints.

★32.5. Inspector General Complaints . Air Force prisoners may submit complaints using the Air Force complaint system. Procedures vary based on confinement location and the prisoner's command of assignment. Prisoners wishing to complain about facility operations or procedures use the complaint system of the facility housing them, regardless of which service operates the facility.

★32.5.1. Prisoners housed in LCFs and RCFs and not assigned to HQ AFSPA submit Air Force specific complaints through their parent unit/installation complaint channels.

★32.5.2. Prisoners assigned to HQ AFSPA submit Air Force specific complaints to HQ AFSPA/IG, 8601 F Ave SE., Kirtland AFB NM 87117-5516.

33. Prisoner Visits. Only persons authorized by the corrections officer, superintendent, or NCOIC may visit prisoners. The corrections officer establishes visiting days and times locally.

★33.1. Normally, visitor searches will be limited to checks of their person with a metal detection device and checks of handbags and parcels, before entering the facility. The installation CSP or designated representative (E-7 or above) has discretion to direct physical searches of visitors when deemed appropriate. A locked storage area will be provided for securing visitor's hand carried items during visits.

★33.2. The confinement officer or NCO will determine if a prisoner will be authorized contact or non-contact visitation. Non-contact visitation may be authorized in those instances of substantiated risks. Physical contact between visitors and prisoners will be limited to a short embrace at the beginning and termination of the visit.

★33.3. Parent unit commanders or their appointees in the grade of E-7 or higher may visit prisoners at anytime. If possible, provide separate visiting areas for privileged communication visits (attorneys, chaplains, etc.). Maximum and medium in-custody prisoner visits will take place inside the confinement facility or another secure environment. Corrections staff members search prisoners before and after visits. Do not normally allow victims of sexual offenses to visit the offender. However, in rare circumstances and after Family Advocacy Officer review, the installation CSP may approve such visits.

★33.4. Groups wishing to visit prisoners must request advance approval from the corrections officer. To the extent possible, accommodate visits by the prisoner's family members who arrive unannounced.

34. Support Services. Prisoners receive other services from base support agencies in much the same manner as active duty military. The prisoner's custody grade or local requirements determine the level or extent of service.

34.1. Prisoners may request interviews with the American Red Cross by filling out a DD Form 510.

34.2. Prisoners receive the same medical and dental care as active duty persons, to include emergency services. Additionally, if a staff member determines a prisoner requires immediate mental health care, the staff member contacts the servicing mental health clinic.

34.3. The installation SJA provides legal service for prisoners. The SJA informs prisoners of the status of their cases, sentences, or other legal matters.

34.4. The installation chaplain appoints a chaplain staff representative to provide pastoral services to the prisoner population.

34.5. Prisoners receive the same food service as active duty personnel.

34.5.1. Prisoners in segregation receive meals in their quarters.

34.5.2. The corrections staff makes an entry in the Security Police Desk Blotter when prisoners refuse meals.

34.5.3. Officer prisoners receiving basic allowance for subsistence (BAS) must pay for their meals. The AFO normally makes a deduction from their pay.

34.6. The corrections officer provides laundry service to prisoners in nonpay status through O&M funds. Prisoners in pay status pay for the service. Allow use of washers and dryers if commercial or installation laundry and dry cleaning service is not available.

34.7. The corrections officer arranges barber and beautician service with the base exchange or other contract service. Prisoners in pay status pay for this service. Use O&M funds to pay for service to prisoners in nonpay status. Prisoners do not perform these services unless they are trained and certified by a certified barber or beautician.

Section G—Clothing, Personal Property, and Funds

★35. Clothing. Prisoners confined in OCONUS confinement facilities will wear the BDU uniform. Pre-trial and post trial prisoners confined in CONUS confinement facilities will wear the BDU uniform or distinctive prisoner uniform as directed by the Installation CSP. The CSP may prescribe color variations of the distinctive uniform to reflect custody levels. Markings affixed to distinctive prisoner uniforms may include the designation of the confinement facility and a name tape spelling the last name of the prisoner over the right pocket of the shirt. Markings affixed to distinctive uniforms will not be degrading or otherwise subject the prisoner to ridicule. Funding for distinctive uniforms should come from installation O&M funds.

★35.1. When not wearing the distinctive uniform, pretrial prisoners wear the BDU uniform with all insignia, badges, and devices including rank.

35.2. Adjudged and sentenced prisoners wear prescribed uniforms without grade insignia, badges, or devices. *EXCEPTION:* Adjudged prisoners may wear grade insignia and authorized badges and devices for specific events, boards, hearings, etc. on service dress uniforms only.

★35.3. The parent unit commander ensures a prisoner has all required clothing upon entry into confinement. Unless otherwise approved by HQ AFSPA/SPC, prisoners will have, as a minimum, one complete set of service dress, four complete sets of BDU uniforms, one field jacket, one short sleeve light blue shirt (or Service equivalent), one pair of boots, one pair of low quarter shoes, appropriate belts, headgear, undergarments, socks, and one set of athletic attire. The parent unit provides missing or unserviceable items prior to confinement or transfer. When transferring a prisoner to a Level 2 or higher facility, refer to AFPAM 31-221 for a list of clothing required by the facility.

35.4. The corrections staff issues required clothing to parole violators returned to military control.

35.5. When necessary, the corrections staff removes items the prisoner could use to inflict self-injury.

35.6. When releasing a post-trial prisoner, recover all issue uniform items. Prisoners keep optional uniform items which they purchased.

36. Personal Property. Corrections officers authorize possession of personal property. The corrections staff inspects and inventories all personal property brought to the facility by the prisoner. The prisoner and parent unit are responsible for disposing of unauthorized personal property. Corrections staff members use AF Form 807, **Receipt for Prisoner's Personal Property**, to document personal property and file in CTF.

37. Funds. The installation CSP appoints a primary and alternate PDF custodian by letter, and furnishes a copy to the servicing bank and AFO. The custodian deposits prisoner personal funds into the PDF. The custodian may use on-base banking facilities; charging bank fees and costs to the installation O&M fund. The custodian uses the PDF to purchase health and comfort items as well as other prisoner expenditures (dependent support, educational material, attorney fees, debts, etc.). The custodian maintains the PDF using the below guidelines.

★37.1. Balance the PDF each duty day and conduct an audit at least quarterly by a disinterested party unassociated with the PDF (attachment 2). This reporting requirement is exempt from licensing in accordance with para 2.11.2 of AFI 37-124, The Information Collections and Report (ICR) Management Program.

37.2. Changes of custodian require transfer of PDF accountability. Use the certificate at attachment 3 to document the custodian change.

37.3. Secure all cash, checks, vouchers, and receipts according to AFI 31-209, *Air Force Resource Protection Program*.

37.4. Use AF Form 1387, **Individual Receipt for Prisoner's Funds**, to receipt for all funds (negotiable instruments). Deposit only military pay checks, PDF custodian checks, money orders, cashier checks, cash, or non-US currency in the PDF account. Do not accept personal checks. The servicing bank determines exchange rates for non-US currency. Provide the prisoner a copy of the AF Form 1387 as a receipt and file the duplicate copy with the AF Form 1388, **Summary Receipt Voucher for Personal Deposit Fund**.

37.4.1. Use a duplicate copy of a payroll statement to post amounts credited to each prisoner's account and file a copy with the AF Form 1388.

37.4.2. Do not use the AF Form 1387 to receipt for payroll deposits to a PDF account.

37.5. Use AF Form 1388 to total daily receipts and assign a voucher number to the form, e.g., AXX-01 (XX indicates current year; e.g., 92 and 01 indicates the first voucher of the year).

37.6. Use AF Form 808, **Individual Cash Account in Personal Deposit Fund**, to chronologically post and balance each prisoner's account.

37.6.1. Prisoners verify their personal cash accounts, upon request, on the AF Form 808.

37.6.2. Upon release or transfer, prisoners verify the account and the custodian draws a check for the listed balance, annotates a "0" in the balance column, and writes or stamps "account closed" following the last entry on the form. The custodian authenticates the entry with his or her signature. All entries are in ink.

37.7. The PDF custodian makes deposits daily, if possible, but at least weekly. Deposit receipts in excess of \$100 by the next banking day. Prisoners endorse all checks "FOR DEPOSIT ONLY" to the PDF account. Maintain a check deposit receipt or duplicate of the deposit slip with the AF Form 1388.

37.8. The corrections officer or appointee approves withdrawals from the PDF. The custodian uses the below forms to complete the transactions described.

37.8.1. Use DD Form 504, **Request and Receipt for Health and Comfort Supplies**, to process health and comfort purchase requests.

37.8.2. Use AF Form 1390, **Request for Withdrawal From Personal Deposit Fund**, to make purchase requests or forward money.

37.8.3. Use AF Form 1391, **Group Purchase Voucher for Personal Deposit Fund**, for requests involving more than one prisoner. Assign voucher numbers (BXX-01) in the same manner as the AF Form 1388.

37.8.4. Use AF Form 1392, **Summary Disbursement Voucher for Personal Deposit Fund, to list all checks drawn from the PDF**.

37.8.5. Use AF Form 1393, **Petty Cash Voucher for Personal Deposit Fund**, for locally authorized expenditures of \$50 or less. Assign voucher numbers (CXX-01) in the same manner as the AF Forms 1388 and 1391.

37.9. Stamp all PDF checks "void after (30, 60, 90 days)" as determined appropriate.

37.10. Use AF Form 1398, **Daily Status of Personal Deposit Fund**, to record the daily balance of the PDF.

37.11. When you transfer more than one prisoner to another facility, write one check to cover the total amount transferred. Attach a memo and a voucher to list the amount credited to each transferred prisoner.

37.12. Allow prisoners transferring to the Air Force RTDP to hand carry their PDF check. Additionally, you may give such prisoners cash from their PDF to cover miscellaneous travel expenses (\$25 continental United States [CONUS], \$35 outside of continental United States [OCONUS]).

Section H—Control of Prisoners

★38. **Internal Control.** Facilities maintain prisoner control by the impartial enforcement of reasonable rules and regulations necessary for safe and orderly operation of confinement or correction facilities. The corrections officer establishes local procedures for the control of all assigned prisoners and the security of the quarters area, facility entrance, work and recreation area, and other areas deemed appropriate.

★38.1 Prisoner counts verify the prisoner population. As a minimum, conduct roll calls at shift change, during sleeping hours (irregular checks), and during work hours or when prisoners are away from the facility (by telephone or in person).

★38.2. Normally, do not wake prisoners to accomplish checks during sleeping hours, except when a prisoner cannot be physically seen or during emergencies such as fire or immediate prisoner counts due to an escape.

★**39. Local Area Escorts.** Prisoners escorted outside the facility, but in the local area, have prescribed minimum security requirements. The corrections officer or appointee ensures compliance with these requirements. Use of a vehicle driver as an escort is up to the discretion of the installation CSP when on the installation. When off the installation, the vehicle driver will not be used as an escort. When mixing custody grades for escort, the most restrictive escort procedures will be used according to classification.

39.1. Escort maximum custody prisoners with two personnel, at least one an armed security police. Use approved restraining devices.

39.2. Parent unit personnel escort medium-in custody prisoners using a ratio of one escort per prisoner. When security police conduct the escort, the ratio is one per two. When prisoners require restraint during movement, security police or parent unit escorts (trained how to use restraint devices) will use only approved restraint devices on them.

39.3. Parent unit personnel escort medium-out custody prisoners using a ratio of one escort per two prisoners. When security police escort, the ratio is one per four prisoners.

39.4. Parent unit personnel escort minimum custody prisoners using a ratio of one escort per five prisoners. When using security police, the ratio is one per ten or part thereof.

★39.5. Parent units assign only officers and noncommissioned officers (NCO), equal to or higher in rank to the prisoner as escorts. (Not applicable to security police responsible for local area prisoner security or control.) Security police and parent units must be careful not to assign escort duty to any person who may sympathize with the prisoner (i.e., a peer who previously worked with the prisoner).

★39.6. The corrections staff briefs escorts on prisoner security requirements prior to departing the corrections facility. Refer to AFPAM 31-221 for recommended briefing topics. Once away from the facility, escorts are responsible for the prisoner.

40. Contraband Control. Local instructions must specify what items a prisoner can have in his or her possession. The corrections staff prohibits items which threaten the safety or security of the facility, staff, and prisoner population; or are prohibited by law or directives. They control contraband through close supervision and unannounced searches.

41. Prisoner Searches. Staff members do not conduct searches of the opposite sex. They use protective gloves during searches and ensure they follow the below basic rules.

41.1. Conduct simple searches for contraband or weapons anytime the prisoner leaves or returns to the facility, before and after visits, and as determined by the corrections officer.

41.2. Conduct complete searches as part of prisoner in-processing and as determined by the corrections officer. This search includes removing and checking all jewelry and clothing from the prisoner, combing out hair, checking underarms, between fingers and toes, and foot soles. Check under any bandages or tape unless removal could inflict further injury. Only physicians or physicians assistants may physically examine interior body openings. Following the initial confinement search, have the prisoner shower and then issue clean, previously searched clothing.

41.3. Conduct search of area and facility. Remove prisoners from the area and search all interior and exterior areas of the facility. Search all visiting areas before and after visitation. Search doorways, recreation areas, and outside areas at irregular intervals. Handle property carefully.

42. Emergency Plans. Corrections officers ensure they have emergency plans for their facility which encompass, as a minimum: apprehension of escapees; fire prevention and protection; response to riots, disorders, power failures, hostage situations, bomb threats, natural disasters, and medical emergencies. Plans must focus on control and safety of prisoners. Additionally, the corrections officer or appointee:

42.1. Posts these plans within the facility and ensure supporting checklists, special instructions, and other appropriate documentation are available at the facility, law enforcement desk, or other location designated by the installation CSP. AFPAM 31-221 contains recommended items to address in emergency plans.

42.2. Trains all personnel assigned to the facility or responsible for the prisoner population in implementing the emergency plans. Test emergency plans as determined locally.

43. Weapons and Other Means of Force. Corrections staffs always use the minimum force necessary. In addition to the requirements stated in AFI 31-207, *Arming and Use of Force by Air Force Personnel*, other requirements apply to corrections staffs' using force in corrections facilities.

43.1. Do not use weapons when escorting or supervising medium or minimum custody prisoners, unless the supervisor's routine duties require a weapon; e.g., law enforcement desk sergeant or a law enforcement patrol.

★43.2. Never carry a weapon (firearm, club, baton) or chemical irritants (CI) to include OC pepper spray into the facility except in emergency situations as established in writing by the installation CSP. Never use sickening gas in a corrections facility.

43.3. The installation CSP authorizes release of military working dogs (MWD) into a facility for prisoner control. Consider other methods of prisoner control and MWD safety prior to authorizing this action. This does not prevent using MWDs for contraband control or as part of a team for a show of force during disorders. Except when releasing for prisoner control, keep the MWD on leash at all times. Always keep MWD under handler control.

43.4. Use decisive action to quell riots or disturbances. You may use chemical irritants or high pressure water in extreme situations, but only under the order of the corrections officer or higher authority. Ensure only trained persons administer gas and that a supply of CI and gas masks is available.

44. Escape of Prisoners. The corrections staff immediately prepares DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**, if a prisoner escapes, fails to return, or when a prisoner's parole has been suspended or revoked according to AFI 36-2911, *Desertion and Unauthorized Absence*. They also prepare and process AF Form 2098 placing the prisoner in duty status code 06 - Deserter. Notify the MAJCOM/SP of all escapes. MAJCOM/SP notifies HQ AFSPA/SPC. Additionally, the corrections officer or appointee:

44.1. Uses AF Form 807 to inventory the escaped prisoner's property and personal effects as soon as possible after escape. Deposit funds found in the prisoner's personal effects into the PDF.

44.2. Returns any personal property to the parent unit for disposition when a prisoner has been in escape status for 30 days. Turn funds over to the servicing AFO, which holds the funds until the prisoner returns to military control. Make the check drawn of the PDF payable to the servicing AFO.

★44.3. The corrections officer/NCO prepares a lessons learned report and forwards the report to HQ AFSPA/SPC through their MAJCOM within 30 days of escape.

45. Temporary Home Parole. If justified and consistent with security requirements, the installation CSP may authorize a brief home visit (temporary home parole) for emergency reasons.

45.1. The American Red Cross must verify such an emergency.

45.2. The installation CSP limits the parole to 7 days, excluding travel time. Confinement time continues to run during the period, provided the prisoner returns at the end of the parole. Charge parole time as leave time or excess leave, in that order.

45.3. The parent unit makes all travel arrangements (to include travel orders) and arranges for escorts prior to the prisoner's departure.

45.4. The prisoner pays all travel and subsistence expenses. The parent unit funds escort expenses.

46. Public Affairs. The corrections officer limits facility entry by the public to authorized visits and tours. Ensure the visit or tour in no way causes embarrassment or mental anguish to the prisoners. Prohibit photographs and videos of prisoners and corrections facility security measures unless authorized by the corrections officer. If the prisoner consents to an authorized photograph, the prisoner must sign a consent statement allowing the photographs that permits identification of the prisoner. Do not allow media interviews with prisoners.

47. Control of Medical Supplies and Medication. Corrections officers establish local procedures for secure storage, issue, accountability, and destruction of prisoner medications. The corrections staff strictly controls medical supplies and medication, documents all medication issues and destruction's, and files completed records in the CTF.

★**48. Discipline and Adjustment Boards.** Installation commanders or appointees can, in addition to, or in lieu of, punishments prescribed by law for personnel under military jurisdiction, impose administrative disciplinary measures on prisoners under their jurisdiction. Installation commanders or appointees may delegate the authority to impose administrative disciplinary measures to the installation CSP.

★48.1. The corrections staff documents facility rule violations and behavior problems on DD Form 508, **Report of/or Recommendation for Disciplinary Action**. The installation CSP approves corrective action.

★48.2. The installation CSP establishes a Discipline and Adjustment Board (D&A Board) to consider and recommend action to be taken against prisoners for misconduct or infractions, and to consider prisoner adjustment problems.

★48.3. The board submits recommended actions on prisoner misconduct or infractions of regulations. The installation CSP is not limited by, or bound to, the recommendations of this board.

★48.4. The Discipline and Adjustment (D&A) board is composed of two disinterested Air Force members (E-4 or higher) and a panel chairperson (E-7 or higher) from another unit. The board uses DD Form 508. The corrections staff files a copy of the form in the CTF. If a D&A board is required:

48.4.1. The corrections officer or appointee advises the prisoner at least 24 hours in advance of the board. This allows enough time for the prisoner to contact the Area Defense Counsel for guidance. Legal counsel will not attend the D&A proceedings.

48.4.2. The prisoner may present matters in their behalf and call pertinent witnesses to present additional information.

48.4.3. The board will recommend action to the installation CSP for approval.

48.4.4. The corrections officer notifies the prisoner of the approved action and provides the prisoner a copy of the completed DD Form 508.

★48.4.5. The prisoner may appeal the action to the Support Group Commander, in writing, within 3 duty days of the approved action. Appeals submitted under this instruction have no effect on redress action submitted under the provisions of UCMJ, Art 138.

★48.5. Action resulting from a discipline report or D&A board may include:

48.5.1. A reprimand.

48.5.2. Extra duty not to exceed 2 hours per day for 30 days.

48.5.3. Segregation for not more than 30 days.

48.5.4. Loss of any or all privileges for not more than 30 days.

48.5.5. Forfeiture of accrued GCT and EGCT.

48.5.6. A change in custody grade.

★48.6. Prohibited punishments include clipping hair, ball and chain, unproductive labor, unnecessary use of restraining devices, or any form of inhumane treatment.

★49. **Administrative or Disciplinary Segregation and Suicide Watch Prisoners.** Corrections officers determine when to use segregation to prevent injury or maintain health or discipline standards. Segregation provides a secure setting for isolation or intensive correctional treatment. The corrections staff keeps segregated prisoners under close supervision, conducting frequent checks throughout the 24-hour day.

49.1. Within 72 hours of a prisoner's entry into segregation, the corrections officer reviews the circumstances behind the segregation and the need for further segregation.

49.2. Medical staffs evaluate each prisoner entered into segregation and at least once every 72 hours. When possible, they conduct evaluations at the corrections facility. The medical staff or military public health staff also evaluates the sanitary conditions of the facility and determine if they need to conduct more frequent evaluations. The corrections staff records the evaluations on a DD Form 509, **Inspection Record of Prisoner in Segregation**.

49.3. **Suicide Watch Prisoners.** The corrections officer develops procedures to insure the safety of suicidal prisoners. In addition to using administrative or disciplinary segregation procedures, ensure:

★49.3.1. Suicide watch cells will not contain anything a prisoner can use to self-inflict injury. Items to be considered for removal may include clothing, safety razors, removable or breakable hard plastics or metal objects (including bed parts), or glass.

49.3.2. Staff Members conduct frequent (not to exceed 15 minutes) cell checks. The corrections officer determines if CCTV coverage of suicide watch prisoners is sufficient in lieu of 15 minute checks.

49.3.3. Procedures exist to ensure only staff members of the same sex as the prisoner conduct frequent checks (in the case of those prisoners wearing undergarments only while in the cell).

Section I—Rehabilitation Services and the Return-to-Duty Program (RTDP)

50. Required Programs. All able-bodied prisoners participate in correctional treatment programs, work assignments, adult basic education (if needed), and physical training.

51. Work Programs. Corrections officers set up local prisoner work programs so they are consistent with custody level and civilian employment potential.

51.1. The corrections officer assigns post-trial prisoners to tasks duty airmen may perform. When assigning work to prisoners, corrections staffs:

51.1.1. Must not assign pretrial confinees work as disciplinary action. They will perform housecleaning tasks with post-trial prisoners in their cell, bay, or dormitory. They may volunteer, in writing, for work assignments commensurate with their grade.

51.1.2. Assign officer prisoners to clean their assigned living quarters area, not including common areas. Officer prisoners may request, in writing, other work assignments. The installation CSP approves requests.

51.1.3. Brief escorts and work outlet supervisors on escort procedures and restrictions to prisoner employment. Document the initial briefing.

51.2. Prohibit the following types of prisoner employment:

51.2.1. Operating a vehicle. *EXCEPTION:* Community custody prisoners may operate government vehicles on the installation as approved by the installation CSP.

51.2.2. Handling classified material, personal or official mail, personal property, funds, or sensitive files.

51.2.3. Working with access to drugs, narcotics, intoxicants, firearms, or munitions.

- 51.2.4. Providing personal services or working in an authoritative capacity over another individual.
- 51.2.5. Labor inherently more hazardous than that required of active duty personnel, which violates civilian labor contracts, or under the supervision of a non-DoD foreign national.
- 51.2.6. Food service, unless in a corrections dining facility.
- 51.2.7. Labor that permits close association with the opposite sex, unless closely supervised.
- 51.2.8. Labor that may bring financial gain to prisoners or the corrections staff, may bring criticism to the US military, or violates Air Force standards of conduct.
- 51.2.9. Performing work details outside the facility on Sundays and Federal holidays unless the prisoner(s) volunteer in writing.

52. Correctional Treatment Programs. Correctional treatment programs are equal in importance to work assignments.

- 52.1. Corrections officers ensure programs include:
 - 52.1.1. Crisis intervention and corrections counseling.
 - 52.1.2. Drug and alcohol counseling.
 - 52.1.3. Self-help groups (such as Alcoholics Anonymous [AA], Narcotics Anonymous [NA]).
 - 52.1.4. Adult basic education and General Education Degree (GED).
 - 52.1.5. Religious programs (in-facility programs also if possible).
 - 52.1.6. Prerelease counseling.
 - 52.1.7. LCFs must include crisis intervention, drug/alcohol counseling, and prerelease counseling.
- 52.2. Corrections staffs refer prisoners to base level specialty certified or approved personnel (i.e., mental health, social actions, education, chapel, etc.) for appropriate services. (LCFs and Level 1 RCFs only.)
- 52.3. If AA and NA are unavailable on base, the corrections officer attempts to arrange AA/NA visits to the facility, if needed.

★**53. Exercise and Recreation.** Corrections officers ensure prisoners receive at least 1 hour of physical training, three times a week. They also provide recreational activities such as library, table games, television, and radio. Facilities that do not have their own recreation yards must coordinate with the Services commander for use of installation fitness centers. Ensure adequate escorts are available according to custody grades.

★**54. The Air Force Return-to-Duty Program (RTDP).** The Air Force maintains a service unique RTDP (reference 10 U.S.C. 953, 1982 edition) at Detachment 3, HQ AFSPA, NAVCONBRIG, Charleston, SC. The program offers selected court-martialed enlisted personnel with exceptional potential the opportunity to be returned to active duty and have their punitive discharge, if adjudged, remitted. Program participants, referred to as candidates, live in confinement housing as free of physical security and control measures as possible. They are provided with therapy and education programs individually designed to improve their conduct, attitude, and productivity for continued Air Force service.

54.1. Responsibilities:

54.1.1. The Commander, AFSPA has ultimate responsibility for the RTDP.

★54.1.2. The Director of Corrections, HQ AFSPA/SPC, approves RTDP procedures and is responsible for the overall operation of the program.

★54.1.3. The Director of Clinical Services, Det 3, HQ AFSPA, NAVCONBRIG Charleston, SC, develops and implements evaluation and treatment procedures for the RTDP.

★54.1.4. The Commander, 11 Support Wing (HQ 11 WG/CC), is the general court-martial convening authority for the Air Force RTDP candidates.

★54.1.5. The Air Force Clemency and Parole Board makes the final decision with respect to return to duty except for the elimination of candidates for cause during the program or for self-initiated elimination.

★54.1.6. The Commander, Detachment 3, HQ AFSPA, NAVCONBRIG Charleston, SC, may eliminate candidates during the program for cause (unsatisfactory behavior, progress, etc.) or due to self-initiated elimination.

★54.2. Entry Into Program. Prisoners, may enter the program as described below:

★54.2.1. Prisoners regardless of length of sentence may apply to their Convening Authority (CA) for entry into RTDP as part of their clemency request following court-martial, and prior to CA action. If approved by the CA, prisoners will be transferred to the RTDP at NAVCONBRIG Charleston.

★54.2.1.1. Prisoners who volunteer for but are not entered into the RTDP by their CA and whose sentences to confinement are less than 12 months, may apply to the Air Force Clemency and Parole Board (AFCPB) within 30 days of CA action. There is no appeal from the AFCPB decision.

★54.2.1.2. Prisoners who have not applied to the CA, may apply to the screening board after CA action.

★54.2.2. Prisoners with sentences of more than 12 months who are disapproved entry, may re-apply to the screening board annually. All Air Force corrections facilities will provide new prisoners with information concerning the RTDP.

★54.3. Applicants must:

- ★54.3.1. Not have an executed discharge or be retirement eligible.
- ★54.3.2. Be enlisted and have been court-martialed.
- ★54.3.3. Have a minimum of 45 days remaining to serve upon arrival. HQ AFSPA/CC may waive the minimum time requirement.
- ★54.3.4. Accept responsibility for their crime(s) and have a strong desire to change negative attitudes and behaviors.
- ★54.3.5. Be approved for worldwide duty by medical authorities.
- ★54.3.6. Complete, if convicted of sex offense(s), evaluation and/or long term treatment prior to entry into the RTDP.
- ★54.3.7. Receive a favorable psycho-social mental health evaluation.
- ★54.3.8. Have no record of drug abuse, violent and/or sex related crimes. Exceptions are considered on a case-by-case basis.
- ★54.3.9. Have no more than a limited history of prior civilian and military offenses.
- ★54.3.10. Have a positive record of military training, experience, and performance.
- ★54.3.11. Sign a letter (atch 6) consenting to the conditions of RTDP, indicating they are willing to forfeit all forms of good conduct time, waive parole eligibility, and be willing to remain in “voluntary confinement” if they exceed their maximum release date, in order to complete the RTDP.

★54.4. The RTD Screening Board determines an applicant’s eligibility and potential for success.

★54.4.1. Located at Det 3, HQ AFSPA, NAVCONBRIG Charleston, 1050 Remount Rd, Bldg. 3107, Charleston, SC 29406-3515. Commercial telephone (803) 743-1600 ext. 3068, DSN 563-1600 ext. 3068.

★54.4.2. Consists of at least five Air Force personnel to include the Air Force Det Commander (Chairperson), Director of Clinical Services, credentialed psychologist or social worker, senior NCO and other(s) as directed by the chairperson.

★54.4.3. Assembles and uses information from such areas as military records, confinement records, trial records, psychosocial history, and the prisoner’s request letter.

★54.4.4. The board should consider **all** RTDP applications to ensure that eligibility criteria have been met and consistently applied.

★54.4.5. Meets on a regular basis or at the call of the chairperson.

★54.4.6. Forwards recommendations to the requesting entry authority (54.5.) for approval or disapproval. AFSPA/CC approves or disapproves applications submitted directly to the screening board.

★54.4.7. RTDP applications which are submitted prior to convening authority action will not be considered until CA action has been decided.

★54.5. The following may approve or disapprove entry into the RTDP; however, use of the screening board is recommended for all entry authorities:

★54.5.1. The applicant’s convening authority as part of initial clemency review. **Note:** Applicants who are directed by the CA through a pre-trial agreement will not enter the program until CA action has been decided.

★54.5.2. The Air Force Clemency and Parole Board.

★54.5.3. The Commander, Air Force Security Police Agency (AFSPA/CC) for prisoners with less than 12 months confinement who have not previously applied to their CA and prisoners with more than 12 months confinement (screening board mandatory).

★54.5.4. The Air Force Judge Advocate General.

★54.6. Entry into RTDP and completion of program requirements does not guarantee subsequent return to duty.

★54.7. Upon approval (see 54.5.), HQ AFSPA/SPCI makes the necessary transfer arrangements for candidates not located at NAVCONBRIG Charleston, SC.

★54.7.1. Candidates arrive at RTDP in the custody grade assigned by the losing facility. They remain in this custody grade until re-classified by the detachment commander. If recommended by the treatment team and approved by the detachment commander, candidates will be placed in community custody status and remain at that level until reclassified or removed from the program. (Note: Candidates who are approved for the program and past their MRD are not required to be escorted to the program and should be placed in community custody grade upon arrival.)

★54.8. Program Design:

★54.8.1. Length. The goal is to complete the core program in 14 weeks; however, the total program will not exceed 6 months except upon recommendation by the treatment team and approval by AFSPA/CC.

★54.8.2. Treatment Approach. Cognitive-behavioral intervention led by an interdisciplinary team in a peer group living environment.

★54.8.3. The Evaluation and Treatment Team. The team individualizes treatment plans and program duration to meet the candidate’s needs. The team uses records, interviews, observations, psychological and academic tests, and program performance to conduct initial and ongoing evaluations and case conferences.

★54.8.3.1. The team consists of a social worker, psychologist, mental health technicians, military training managers, and a chaplain.

- ★54.8.3.2. The team provides candidates with individual and group therapy, seminars, and physical and military training. Candidates also participate in self-help groups and meaningful work outlet assignments.
- ★54.8.3.3. Meets on a regular basis to evaluate each candidate's progress. It may recommend elimination from the program at any time. The detachment commander acts on the recommendation.
- ★54.9. Treatment Team Final Evaluation. Upon completion of treatment goals, the treatment team makes a final evaluation and recommendation to the detachment commander
 - ★54.9.1. The treatment team makes the final recommendation with respect to return-to-duty using the following factors:
 - ★54.9.1.1. Judgment, coping skills, impulse control, tolerance for frustration and delay.
 - ★54.9.1.2. Acceptance of personal and social responsibilities.
 - ★54.9.1.3. Maintenance of good order and discipline.
 - ★54.9.1.4. Potential for further inappropriate or illegal behavior.
 - ★54.9.1.5. Potential to contribute to the Air Force mission.
 - ★54.9.1.6. Positive answers to the questions: "As a commander or supervisor, would I want this airman working for me?" and "Should we return this airman to duty considering his/her entire civilian and military history and potential value to the Air Force?"
 - ★54.9.2. The treatment team recommends that the candidate either be retained for further evaluation or treatment, removed from the program, or returned to duty. If the treatment team recommends removal from the program it will include recommendations for clemency and parole consideration, if eligible. Clemency and parole packages will be assembled according to facility guidelines.
 - ★54.9.3. The Air Force Det 3 Commander reviews the treatment team's recommendation and forwards a recommendation for return to duty or removal to HQ AFSPA/SPC. HQ AFSPA/SPC forwards a recommendation for return to duty or removal to HQ 11 WG/CC. The Det 3 Commander approves or disapproves recommendations for further evaluation or treatment.
 - ★54.9.4. HQ 11 WG/CC will review the recommendations and forward a recommendation to the Air Force Clemency and Parole Board.
 - ★54.9.5. The Air Force Clemency and Parole Board makes the final decision on all recommendations with respect to return to duty.
 - ★54.9.6. Candidates who have completed program requirements, are past their MRD and are awaiting final decision from the Air Force Clemency and Parole Board will be placed in casual status and housed at Charleston AFB (when feasible) on work release. Those candidates who are not past MRD will remain in the RTD housing unit. These candidates may however participate in the work release program.
- ★54.10. Program Completion:
 - ★54.10.1. Upon approval, HQ AFSPA/SPCI initiates necessary actions required for reassignment to a CONUS location. The member may have to apply for retraining due to loss of security clearance.
 - ★54.10.2. When returned to duty, the airman serves at least 1 year or until expiration of time in service (ETS), whichever is longer. The Air Force does not reassign candidates to the duty station where they were originally tried and convicted, overseas, nor to the installation operating or supporting the RTDP. The Air Force Det 3 Commander provides conviction and rehabilitation history only to the gaining commander.
- ★54.11. Elimination From Program:
 - ★54.11.1. The Det 3 Commander may eliminate candidates from the program for cause (unsatisfactory behavior, progress, etc.) or due to self-elimination. Eliminated candidates may appeal the decision within 10 days to AFSPA/CC. The Det 3 Commander will prepare a package detailing the reason for elimination from the program. The appeal and package will be forwarded to AFSPA/CC for final action.
 - ★54.11.2. A candidate may quit the RTDP at any time by revoking his/her volunteer statement, consulting with an ADC, and "cooling off" for a minimum of 24 hours. The Air Force Det 3 Commander then removes the candidate from the program and takes the appropriate action indicated in this paragraph and in accordance with NAVCONBRIG Charleston procedures.
 - ★54.11.3. Disposition of eliminated candidates:
 - ★54.11.3.1. If past MRD and sentenced to a punitive discharge, HQ AFSPA/SPCI places the prisoner on excess leave pending completion of appellate review.
 - ★54.11.3.2. If not past MRD and sentenced to a punitive discharge, the prisoner returns to confinement until sentence completion or release on parole.
 - ★54.11.3.3. If past MRD without a punitive discharge, HQ AFSPA/SPCI makes the necessary arrangements to return the prisoner to his/her parent unit or initiate separation procedures IAW AFI 36-3208, Administrative Separation of Airmen, Section J, paragraph 5.61.
 - ★54.11.3.4. If not past MRD without a punitive discharge, the prisoner returns to confinement until sentence completion. HQ AFSPA/SPCI makes necessary arrangements to return the prisoner to his/her parent unit or initiate separation procedures IAW AFI 36-3208, Administrative Separation of Airmen, Section J, paragraph 5.61.
- ★54.12. Leave Procedures. The facility commander authorizes leave for RTDP candidates as recommended by the Director, Clinical Services Department. The facility commander may delegate this authority to the Air Force detachment commander.

Charge leave according to AFI 36-3003, *Leave and Administrative Absence Policy* (formerly AFR 35-9) and DoD 7000.14-R, Volume 7, Part A. With the exception of emergency leave verified through the Red Cross, normally approve leave only during the Christmas and New Year holidays. Candidates in community custody grades do not require escorts but must sign the travel without escort agreement.

★54.13. Victim/Witness Program (As Related to the RTDP). The facility commander ensures all necessary notifications take place whenever a candidate is allowed unescorted movement outside the facility.

★54.14. Clemency and Parole. As a condition of RTDP participation, candidates waive consideration for parole while in the program. Parole consideration for candidates who are removed from the program will be in accordance with paragraph 79 “Eligibility for Parole.” and facility guidelines. Clemency consideration for candidates in RTDP will be in accordance with guidelines established in paragraph 77 “Eligibility for Clemency, Restoration, Reenlistment, and Transfer to the Federal Bureau of Prison (BOP).”

Section J—Prisoner Transfers

55. Pretransfer Requirements. SAFPC, HQ AFSPA, and CAs or their designees direct prisoner transfers. HQ AFSPA/SPC arranges transfers into RCFs or higher facilities. Installation commanders authorize temporary transfers to other LCFs for pretrial prisoners or prisoners with sentences of up to 60 days.

55.1. Parent units are responsible for the prisoner’s orders and transportation arrangements.

55.2. Prior to transfer, the corrections staff conducts a retransfer conference with the prisoner (reference paragraph 56). If approved for transfer to an RCF or higher facility, HQ AFSPA/SPC provides additional instructions by message.

55.3. The prisoner’s original CTF accompanies the prisoner, and is hand-carried by the escort.

55.4. Prior to transfer, the losing commander provides documents relating to security clearance suspension or withdrawal for inclusion in the CTF.

55.5. Prior to transfer to an RCF or higher facility, the parent unit commander determines whether or not to retain or administratively separate officers and enlisted prisoners who do not have dismissal or punitive discharge adjudged.

★55.6. Notify HQ AFSPA/SPC when a prisoner is transferred from a LCF to another confinement facility run by another service. Use the same format as the transfer request message and change the subject to read “Transfer To Another Confinement Facility.”

★55.7. Prior to transfer, prepare all necessary victim/witness notifications for mailing and ensure all DD Form 2704’s and 2705’s are sealed in a separate envelope and placed with the CTF.

★56. The Pretransfer Conference. The prisoner(s), their commanders or appointed representatives, and corrections officers attend the conference to explain the purpose of the transfer and resolve the disposition of property and funds. Corrections officers or their appointees:

★56.1. Schedule the conference just prior to transfer. Ensure adequate time is provided for the prisoner to accomplish any personal actions prior to transfer. The prisoner will not be notified of the exact date and time for transfer.

56.2. Advise the prisoner of dependent travel and shipping entitlements.

56.2.1. There is no entitlement for single and divorced members without dependents to ship or store household goods and personal property at government expense.

★56.2.2. Prisoners with authorized dependents transferring within CONUS may ship household goods according to JFTR U5370, paragraph J.

56.2.3. Prisoners coming from an overseas location (their previous assignment) may ship household goods to the home of record or designated place according to JFTR U5370, paragraph D8.

56.2.4. Personal property or household goods will not accompany the prisoner to the gaining facility.

★56.3. Confiscate prisoner and dependent Armed Forces identification cards. Place the prisoner’s Armed Forces identification card in the CTF prior to transfer. The prisoner’s parent unit issues dependents new cards according to AFI 36-3001, *Issuing and Controlling ID Cards*.

★56.4. The time just prior to transfer may be a period of emotional turmoil for the prisoner, going to an unknown location, leaving friends, family, etc. Consideration should be given to changing the custody grade of the prisoner if warranted.

★57. Transfer of Convicted Offenders. CAs designate confinement for court-martialed offenders according to AFI 51-201. Corrections officers, superintendents, or NCOICs effect transfers using the below guidelines.

★57.1. Eligible post-trial prisoners (sentenced to more than 180 days confinement) will be expeditiously transferred to the appropriate correctional facility within 14 days (21 days for OCONUS facilities) following court-martial unless exceptional circumstances, as determined by the CA, warrant deferring transfer. Exceptional circumstances include, but are not limited to:

- ★57.1.1. Prisoner's presence is required subsequent to court-martial for completing procedures essential to judicial and administrative requirements.
- ★57.1.2. CA has initiated clemency action in the form of remitting or suspending prisoner's sentence to confinement.
- ★57.2. Send a transfer request message to HQ AFSPA/SPCI with info copy to the prisoner's unit, SJA, CA and MAJCOM to ensure coordination of transfer. Use the message format in AFPAM 31-221 to request transfers. Compute clemency and parole, and minimum and maximum release dates according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30).
- ★57.3. Coordinate requests for transfer delays (past 14 days) with the SJA and CA. Coordinate requests for immediate transfer with the area defense counsel and obtain approval from the CA (or the CA's SJA). Justify such requests in paragraph 14 of the transfer request message.
 - ★57.3.1. Process all officers regardless of sentence length for early transfer.
 - ★57.3.2. Coordinate an early transfer request when so directed by HQ AFSPA/SPCI.
 - ★57.3.3. Coordinate an early transfer request immediately when notified of a court-martial and bed space in the LCF is not available or expected to be limited.
- ★57.4. Within 5 work days of receiving a transfer request, HQ AFSPA/SPCI sends a message confirming receipt or approval for transfer to the local MPF, unit, SJA, CA, corrections facility and MAJCOM.
- ★57.5. Upon approval of transfer, the escort will make telephonic contact with the Air Force liaison (when available) at the receiving confinement facility to obtain information on local travel conditions and to coordinate a pick up detail and escort accommodations (when necessary). Once travel arrangements have been made, the unit requesting transfer sends a final transfer message to the gaining facility NLT 72 hours prior to the prisoner's departure. Include the prisoner's name and social security number (SSAN); estimated departure date and time; mode of travel (airline and flight number, government vehicle, etc.); and grade and name of escorts.
- ★57.6. ESCORTS WILL NOT HAND CARRY THE UPRG TO THE DESIGNATED CONFINEMENT FACILITY. Within 15 days after transfer, the member's MPF forward's the UPRG and a current records review Report on Individual Person to HQ AFSPA/SPCI, 8601 F Ave SE., Kirtland AFB NM 87117-5516 on all prisoners transferred by the Director, Air Force Corrections into the Air Force Corrections System. Medical records will be hand carried by the escort and dental records mailed to the designated facility.

58. Transfers From Overseas. When transferring an adjudged prisoner from overseas, the following actions must occur prior to arrival at a CONUS location:

- 58.1. When confinement is not ordered or has expired and punitive discharge is pending, the overseas commander completes CA action; outprocesses the offender through the local MPF and AFO; and returns the offender to the CONUS installation nearest the offender's home of record. The offender then goes on excess leave (for appellate review) according to AFI 51-201. The corrections officer or commander mails the offender's UPRG to HQ AFSPA/SPCI, 8601 F Avenue SE., Kirtland AFB NM 87117-5516. HQ AFSPA/SPCI will track the offender until the appellate process is complete and discharge executed.
- ★58.2. When the sentence to confinement has not expired and punitive discharge is pending, the overseas commander ensures the prisoner either completes the sentence overseas or is transferred through HQ AFSPA/SPCI. The commander completes all outprocessing actions outlined in paragraph 58.1 above and outprocesses the prisoner.
- 58.3. When the sentence has not expired and no discharge is pending, the prisoner completes the sentence overseas and administrative action, if appropriate, is initiated according to AFI 36-3208, *Administrative Separation of Airmen*.
- 58.4. When the prisoner completes confinement overseas and is awaiting administrative discharge, the installation commander at the port of embarkation outprocesses the offender and executes the administrative discharge.

59. Movement Aboard Military Aircraft. Corrections officers adhere to the following when prisoner transport is aboard military aircraft:

- 59.1. Separate maximum custody from other custody grade prisoners.
- 59.2. Provide passenger terminal personnel with a passenger manifest at least 24 hours prior to transport. Include the name, grade, SSN of prisoner(s) and escorts, and any other information required by passenger terminal personnel.
- 59.3. Brief escorts on their responsibilities.
- 59.4. Perform complete searches of prisoners and luggage prior to leaving the corrections facility.
- 59.5. Escorts hand-carry hazardous material (matches, lighters, etc.) and administer prescribed prisoner medication.
- 59.6. Maximum custody escorts may carry weapons and munitions on the aircraft as approved by the aircraft commander. If not approved, they store weapons and munitions in a locked container, not accessible to the prisoner.
- 59.7. Escorts carry one set of handcuffs per prisoner. If used, escorts normally remove them during flight except for maximum custody prisoners or other prisoners who become unruly during the movement. They never handcuff prisoners to any part of the aircraft.

- 59.8. Maximum and psychotic prisoners require two escorts; at least one an armed security police member. Use approved restraining devices during the movement. Escorts must accompany a prisoner leaving his or her seat.
- 59.9. Medium-in prisoners require one escort for every prisoner and require an escort to move about the aircraft.
- 59.10. Medium-out prisoners require one escort for every two and must be under surveillance at all times.
- 59.11. Minimum and community custody prisoners require one escort for every five prisoners and must be under surveillance at all times.

60. Movement Aboard Commercial Aircraft. Escort requirements are the same as those for military aircraft. The Federal Aviation Administration allows escorted prisoners on commercial aircraft only under the following conditions:

- ★60.1. When making initial travel arrangements, the corrections officer or assigned escorts must find out if the airline has requirements for escorting prisoners that are additional to those listed below. If so, they supersede all others.
- ★60.2. The losing corrections officer notifies the appropriate airline representative and identifies the prisoner and escort(s) at least 1 hour prior to departure. The notice includes whether or not the prisoner is dangerous (maximum custody). Generally, airlines permit only one dangerous prisoner per flight.
- 60.3. The escort must certify the prisoner underwent a complete search.
- 60.4. Escorts must have restraining devices available and keep movement about the aircraft to a minimum. Closely supervise all movements.
- 60.5. Escorts and prisoners board prior to other passengers and deplane after all other passengers.
- 60.6. Escorts and prisoners will sit together, preferably in the rear of the aircraft, and not sit next to or directly across from any exits. Escorts will sit between the prisoner and the aisle.
- 60.7. Escorts must account for utensils.

61. Movement Aboard Ground Transportation. Escort requirements are the same as those for movement aboard military aircraft. In addition, escorts:

- 61.1. Use government or government rented vehicles only.
- 61.2. Do not operate the vehicle.
- 61.3. Never restrain the prisoner to the vehicle.
- 61.4. Limit stops to those needed for rest, fuel, and emergencies.

62. Corrections Officer Responsibilities. The corrections officer ensures escort and prisoner are of the same sex, and gives escort training. Brief escorts on:

- 62.1. Mode of transportation and security requirements based on prisoner's custody grade.

- 62.2. Procedures and arrangements for delays or stopovers and delivery, procedures for prisoner illness, escape, or injury, and procedures for uncontrollable or unstable prisoners.
- 62.3. Prisoner clothing and equipment requirements and receipt of prisoner's property.
- 62.4. Expected escort performance and conduct, and need for compliance with Air Force appearance standards.
- 62.5. Receipt requirements for medically transferred prisoners.
- 62.6. Need for several blank DD Forms 629 and its use.

★63. Outprocessing Prisoners and Assigning Escorts. The parent unit outprocesses the prisoner. When the transfer of a prisoner has been requested and is approved for continued confinement at an RCF, the prisoner's parent unit commander provides escort personnel consistent with custody grade and security requirements IAW paragraphs 59 and 63. Funding of escorts is provided by the prisoner's parent unit under provisions in AFI 65-601, volume 1, chap 1, para 10.2.1. The corrections officer determines custody grade. All prisoners must be escorted, regardless of status or rank. When the corrections officer determines the prisoner to be maximum custody or the commercial airline requires law enforcement escort, the security police will conduct the escort and the funding will be provided by the parent unit. Escorts will be assigned under the following criteria:

- ★63.1. Escorts must be at least an NCO and equal to or higher in rank to the prisoner. Exception: Security Police in the grade of E-5 or higher may escort any prisoner regardless of the rank of the prisoner.
- 63.2. Never assign someone who may sympathize with the prisoner.
- 63.3. Escorts must be the same sex as the prisoner (at least one must be the same sex if assigning more than one escort).
- 63.4. HIV procedures should be employed for all escorts.

64. Escort Responsibilities. Escorts monitor the appearance and conduct of prisoners and will restrain prisoners who become a security risk. They avoid crowds and actions that cause public attention. Escorts (and prisoners) will wear the

appropriate uniform unless otherwise authorized by the corrections officer. Escorts (and prisoners) will not consume alcohol during the duration of the movement.

★65. Appearance of Prisoners as Witnesses in Civil Proceedings. In legal proceedings in which the United States Federal Government does not have an interest, temporary absence of prisoners from confinement facilities for appearance as witnesses requires prior approval of the corrections officer. Corrections officers will cooperate to the extent practicable with civil authorities in the appearance of prisoners as witnesses in civil criminal legal proceedings. There are no circumstances in which prisoners can be released from the control of the Department of the Air Force for this purpose; therefore, the cost of transportation, housing, and subsistence of prisoners and accompanying escorts must be borne by the requesting civil authorities. A formal acknowledgment of these provisions will be required before approval and release of a prisoner for this purpose.

Section K—Management of Human Immunodeficiency Virus (HIV) Positive Prisoners

66. Staff and Prisoner Education and Training. Corrections officers ensure a comprehensive education and training program is available for staff and prisoners.

66.1. Training includes measures to protect against HIV transmission. Design the training to preclude rumor, correct misinformation, allay fears, and provide current factual information. Contact the military public health office regularly to update information.

66.2. Provide the training during staff and prisoner inprocessing. Staff training topics should include:

66.2.1. Apprehension and search.

66.2.2. Cardio Pulmonary Resuscitation (CPR), first aid procedures, and disposal of contaminated materials.

66.2.3. Evidence and property handling.

66.2.4. Transporting prisoners.

66.2.5. Decontaminating cells and other spaces.

66.3. Prisoner training topics should include:

66.3.1. Risk factors.

66.3.2. Procedures for potentially contaminated material (razors, sewing needles, bloodied clothing, etc.).

66.3.3. First aid procedures.

67. Custody and Control of HIV Positive Prisoners. A prisoner's HIV positive status is not a consideration for transfer requirements unless deemed necessary by medical authorities. Corrections officers do not separate HIV positive prisoners from the general prisoner population based solely on HIV status. Corrections officers also consider the following when planning for HIV positive prisoners.

67.1. Medical authorities may require special handling of contaminated laundry and linen.

67.2. Toilet and shower facilities are no different from those used by other prisoners.

67.3. Food service sanitation provisions are no different from those used by other prisoners.

68. Assessment and Treatment of HIV Positive Prisoners. Medical staffs test all HIV negative prisoners annually as scheduled by the corrections officer. The medical facility will determine post exposure actions.

68.1. The parent unit provides escorts for prisoners sent for testing or follow-up care.

68.2. Medical treatment facility personnel arrange transportation as necessary.

68.3. All incidents which could result in transmission of an infectious disease, i.e., sexual contact, tattooing, intravenous drug use, or body-fluid-to-body-fluid transfer, automatically require immediate HIV testing of participants unless all participants are HIV positive. Medical staffs immediately test all HIV negative prisoners involved in an incident if the corrections staff finds one or more participants to be HIV positive or knew them to be HIV positive before the incident.

68.4. HIV test results are not for public dissemination. As a minimum, the medical facility shall notify the parent unit commander, installation CSP, and corrections officer of HIV positive test results. Only inform corrections staff members designated by the corrections officer as having a need to know which prisoners are HIV positive. Corrections staffs do not annotate HIV status in correctional treatment files or other records unless the corrections officer, as advised by legal and medical authorities, directs the entry. Prisoners should not tell anyone other than corrections, medical, and dental personnel that they are HIV positive. Any voluntary statements, made to that effect by a prisoner, remain in military records.

68.5. The corrections officer may direct HIV testing of any prisoner at any time considered necessary.

Section L—Prisoner Disposition Boards

69. Purpose of Disposition Boards. The disposition board is a way for prisoners to request clemency, parole, return to duty, and reenlistment consideration. It is not a forum for prisoners to appeal sentences or convictions. The board provides recommendations to CAs and the Air Force Clemency and Parole Board for:

69.1. Returning prisoners to duty by participating in and completing the Air Force RTDP.

69.2. Granting prisoners clemency in the form of suspension or remission of sentences (or parts of sentences) and parole for eligible prisoners.

69.3. Transferring prisoners to the Federal BOP system.

70. Disposition Board Considerations. The disposition board considers the prisoner's offense(s), attitude, aptitude, adaptability to confinement, record of performance during confinement, and potential for further military service or adjustment to the civilian life. Corrections officers do not open board proceedings to the public, victims, or witnesses.

71. LCF and Level 1 RCF Boards. The corrections officer at an LCF or Level 1 RCF convenes boards for eligible prisoners and processes results to the CA's SJA. The CA endorses the recommendation and forwards it to HQ AFSPA/SPC for quality review. HQ AFSPA/SPC forwards the board recommendation to the Air Force Clemency and Parole Board for final disposition.

72. Level 2 RCF and Higher Boards. The facility commander at a Level 2 RCF or higher facility convenes disposition boards for eligible prisoners and forwards results directly to SAFPC for final disposition. The board forwards a copy of the board package (DD Forms 1476, 1477, 1478, and 1479), including recommendations of the board, the facility commanding officer, and the detachment commander. Also forward a complete package to HQ AFSPA/SPCI.

73. Scheduling Boards. Normally, the corrections officer or facility commander convenes disposition boards after CA action. The installation CSP, corrections officer, or facility commander schedules timely disposition boards according to attachment 5, unless specifically waived by the prisoner.

73.1. The board considers cases annually from the initial disposition board case unless the prisoner waives consideration in writing.

73.2. The SAF, Air Force Clemency and Parole Board, GCMCA, facility commanders, or other authority may direct special consideration. Any of the named authorities may grant, disapprove, or forward a request for decision by higher authority. Cases given special consideration are out-of-cycle and do not affect a prisoner's annual consideration date.

74. Board Composition and Procedures. A disposition board consists of at least three members; one commissioned officer or civilian equivalent (chairperson) and two board members (either commissioned, noncommissioned officers, or civilian equivalent). At least one board member must be military. The corrections officer at an LCF or Level 1 RCF should contact HQ AFSPA/SPC for detailed board instructions at least 45 days prior to a board. Corrections staffs or other officials must not release recommendations to prisoners.

Section M—Clemency, Parole, Rehabilitation to Return to Duty, and Reenlistment

75. Clemency and Parole Board. The Air Force Clemency and Parole Board operates within the Secretary of the Air Force Personnel Council (SAFPC) and makes clemency, return to duty, and parole decisions on behalf of the Secretary. The Director of SAFPC or designee acts as the chairperson.

75.1. The chairperson appoints members to the board. As a minimum, the board consists of the chairperson, a representative from AFLSA/JAJ, and a representative from HQ USAF/SP.

75.2. The chairperson authenticates the official entries into Department of the Air Force records and provides written notification of approved actions to institutions.

★75.3. The chairperson maintains liaison with the Judge Advocate General of the Air Force; The Air Force Chief of Security Police; the Departments of the Army and Navy Clemency and Parole Boards; the Federal BOP; the US Parole Commission; and the Administrative Office of the US Courts.

75.4. The Board assists the SAF in executing clemency authority established under 10 U.S.C. 951. The Board may suspend or remit all or any part of an unexecuted sentence under Article 74a of the UCMJ, including changing a dishonorable discharge to a bad conduct discharge. There is no right of appeal from a clemency decision of the Board.

75.5. The Board considers eligible prisoners, to include those in Federal and state facilities, to:

75.5.1. Adjust significant disparities in approved sentences, to effect uniformity for similar offenses and similar offenders, as far as possible, and otherwise modify approved sentences consistent with good order and discipline and the best interest of society and the prisoner.

75.5.2. Release eligible prisoners in military corrections facilities to parole supervision.

75.5.3. Direct entry into RTDP, return to duty, or reenlistment (10 U.S.C. 953).

75.5.4. Recommend to the Secretary, substitution of an administrative discharge for a punitive discharge or dismissal under Article 74b, UCMJ.

★75.5.5. Approve transfer of prisoners to the Federal BOP when appropriate.

75.6. Board proceedings are not open to the public, and the Board does not permit personal appearances by, or on behalf of, the prisoner, or victims and witnesses. The Board considers any written material sent by, or on behalf of, the prisoner, or by victims and witnesses. The chairperson or authorized representative may have discussions and correspondence with prisoners, victims, and individuals in the law enforcement, corrections institution, or probation and parole fields.

75.7. The Board develops and recommends uniform policies with respect to clemency and parole. These policies become effective when implemented by Director, SAFPC.

76. Clemency and Parole Considerations. Along with recommendations from the disposition board, and when applicable the facility commander or CA, the Board considers the:

76.1. Nature and circumstances of the offense(s) and the impact of the offense(s) on the victim.

76.2. Prisoner's military, civilian, and confinement records, including custody level attained and participation in rehabilitation programs.

76.3. Prisoner's personal characteristics (age, education, marital and family status, psychological profile).

76.4. Protection and welfare of society.

76.5. The need for good order and discipline, and deterrent effect of a decision.

76.6. Prisoner's outstanding combat and/or overseas record.

76.7. Prisoner's insight into wrongfulness of the offense(s) and demonstrated sense of responsibility as well as feasibility of proposed parole plan.

76.8. Other matters as appropriate.

77. Eligibility for Clemency, Restoration, Reenlistment, and Transfer to the Federal Bureau of Prisons (BOP). The Air Force Clemency and Parole Board considers clemency, transfer to the BOP and, when requested, restoration and reenlistment, after CA action.

77.1. The Board does not normally consider prisoners with approved sentences of less than 12 months. (See attachment 5.)

77.2. The Board considers prisoners with approved sentences of 12 months or more, but less than 36 months (unless waived in writing by the prisoner), no more than 9 months from the date of confinement. (See attachment 5.)

★77.3. The Board initially considers prisoners (with an approved sentence of more than 36 months) for clemency and transfer to the BOP annually after CA action. Convene a disposition Board on an annual basis to consider these prisoners for transfer to the BOP, even if clemency consideration is waived and restoration and reenlistment are not requested.

77.4. The Board considers prisoners with an approved sentence to confinement of over 12 months, including life sentences, annually, following the initial review.

77.5. Prisoners sentenced to death are not eligible for consideration.

77.6. Except for those sentenced to death, prisoners may receive special consideration for cause.

77.7. The Board considers prisoners released on parole for clemency, restoration, and reenlistment 12 months after release on parole, and annually thereafter upon request, until the sentence expires. Prisoners who have parole revoked are eligible for clemency 12 months after return to Air Force control.

78. Announcement of Clemency Results. Corrections officers promptly notify prisoners of the Board's decision. However, before making the notification, the corrections officer notifies SAFPC if a prisoner's conduct has significantly changed, or if there is other relevant information the Board should consider.

79. Eligibility for Parole. Unless waived in writing, the Board considers prisoners for release to parole when they first become eligible and annually thereafter. The Board may advance a prisoner's parole eligibility date at its own discretion or on the recommendation of a commander of an RCF, installation commander, or officer exercising general court-martial jurisdiction over the prisoner. Prisoners may make special requests for advancement of parole eligibility to the corrections officer who then forwards to higher authority. The Commandant of a long-term facility, an installation commander, or higher authority receiving the request, may disapprove such requests or recommend approval and forward on to the Board for a decision.

79.1. Unless directed otherwise by the Board, a prisoner is eligible for parole when, on the date of the initial or annual disposition board:

★79.1.1. The prisoner has an approved unsuspended sentence to a punitive discharge or dismissal, an approved administrative discharge or is either retired or approved for retirement.

79.1.2. The unsuspended sentence or aggregate sentence to confinement is 12 months or more and the prisoner has served one-third of the term of confinement, but in no case less than 6 months; or after having served 10 years of a sentence to confinement for 30 years or more, to include a sentence to confinement for life.

79.2. A prisoner with an approved sentence to death is not eligible for parole.

79.3. The Board considers prisoners with an approved sentence including an unsuspended punitive discharge or dismissal, confinement for 12 months or more, and a fine with a provision for further confinement if the fine is not paid, for parole based on the approved sentence to confinement; and without regard to that confinement made contingent upon failure to pay the fine.

79.4. The Board considers prisoners with an approved sentence including a fine with no confinement, but with a provision for confinement if the fine is not paid, for parole upon the prisoner's imprisonment for not paying the fine (if otherwise eligible for parole) according to paragraph 79.1.1.

79.5. Correction officers exclude GCT and EGCT when computing eligibility for parole.

★79.6. The Board normally should not consider prisoners whose parole was revoked for parole until the prisoner serves 12 months confinement after return to confinement.

79.7. The Air Force Clemency and Parole Board can waive any of the above eligibility requirements, except paragraph 79.2.

80. Objectives of Parole. The objectives of parole are: 80.1. Assisting the prisoner through supervision and guidance in making the transition from a controlled environment to life in the community.

80.2. Making available a focal point through which community services may contribute to the prisoner's positive social adjustment.

80.3. Protecting the community and the prisoner from stresses associated with unsupervised release.

81. Parole Officers. Installation commanders or their designated representatives appoint an officer or civilian equivalent as a parole officer to provide the following assistance to prisoners. The appointee must have no direct connection with the individual prisoner's prosecution.

81.1. The parole officer advises prisoners of requirements and eligibility criteria for parole, assists them in developing an acceptable parole plan, and verifies the prisoner's parole plan.

81.2. The parole officer interviews prisoners and formulates a recommendation to the disposition board on DD Form 1479. Base the recommendation on the merits of the prisoner's parole plan, suitability for parole, and any specific conditions for parole; e.g., involvement in Alcoholics or Narcotics Anonymous sessions.

82. Conditions for Release on Parole. The Board paroles prisoners when it is consistent with the ends of justice and as soon as they demonstrate they can assume the responsibilities of productive, law-abiding citizens. Parole is not a means to manage prisoner populations. Prior to release on parole, prisoners must have an approved parole plan and agree in writing to abide by the plan.

82.1. The prisoner's plan includes where and with whom the prisoner will live. Additionally, it must include the full address, county or parish, telephone number, and relationship of and written acknowledgment by the person with whom the parolee will live.

82.2. The plan also includes employment information except in the case of a medically disabled prisoner. The prisoner can meet this requirement by presenting written proof of either guaranteed employment, an offer of effective assistance to obtain employment, or acceptance to a bona fide educational or vocational program.

82.3. The Board establishes any conditions for release it considers reasonable and appropriate. The Board may also grant parole up to the expiration of full sentence.

83. Announcement of Parole Results. The Board immediately forwards its decision to the corrections officer of the facility housing the prisoner. When the Board denies parole, their decision includes the reason for denial. Approvals include AF Form 43, **Certificate of Parole.** Before notifying the prisoner of the results, the corrections officer notifies the Board immediately if the prisoner's conduct significantly changed or there is other relevant information that the Board should consider.

84. Appeal of Parole Denial. Prisoners denied parole may appeal through the corrections officer within 30 days of receiving written notification of denial. The prisoner should submit new or additional information not previously considered. The corrections officer verifies the accuracy of the prisoner's statement and indicates by attached statement whether the factors

justify changing the former recommendation. The corrections officer forwards the statement, the prisoner's appeal, and the disposition board package to SAFPC for consideration by the Deputy for Air Force Review Boards (SAF/MIB). Prisoners receive no further appeals.

85. Parole Processing. The installation CSP or facility commander releases prisoners with approved parole on the date specified on the AF Form 43 or as soon thereafter as is acceptable by the US Probation Office concerned. Misconduct by a prisoner after parole approval may delay or preclude release. If the installation CSP or facility commander delay release for cause, they promptly notify the Board of the reason for delay and make a recommendation for further delays or rescission of parole. The Board takes necessary action and makes necessary notifications.

85.1. Upon approval for parole, the Director, SAFPC, or appointee, prepares the AF Form 43 and forwards it, with the notification of parole approval, through HQ AFSPA/SPC to the corrections officer having custody of the prisoner.

85.2. Corrections officers responsible for an LCF or Level 1 RCF notify HQ AFSPA/SPC when releasing a prisoner on parole.

85.2.1. The prisoner signs all copies of the parole certificate acknowledging receipt and understanding of the contents. The certificate, which will serve as a release order, will also contain any special conditions or limits to parole.

85.2.2. SAFPC distributes the original of the AF Form 43 to the prisoner; the first copy to the Federal probation officer; the second copy to the USDB Parole Office; and the third copy for placement in the CTF.

85.3. If discharge is complete, the corrections officer gives AF Form 100, **Request and Authorization for Separation**, AF Form 11, **Privacy Act Statement**, and DD Form 214, **Certificate of Release or Discharge From Active Duty**, to the prisoner before releasing on parole.

85.4. Prisoners released on parole receive the same gratuities as prisoners released from confinement.

85.5. A medical officer gives parolees a physical examination according to AFI 48-123, *Medical Examination and Medical Standards* (formerly AFR 160-43). This physical examination will suffice for the discharge physical for those prisoners undergoing appellate review and not previously discharged.

85.6. Individuals on parole, pending completion of appellate review, or whose parole changes to excess leave status following completion of sentence to confinement while on parole, remain members of the military service and get ID card privileges.

85.7. While an individual is on parole, HQ AFSPA/SPC determines the parolee's line of duty after suffering injury, disease, or death.

85.8. Individuals released on parole are directly responsible to the assigned Federal probation officer and the Commandant, USDB.

85.8.1. Normally, corrections staffs or other Air Force agencies address all communications with the parolee to or through the Federal probation officer concerned.

85.8.2. The probation officer may authorize temporary leave for travel outside the established parole limits, not to exceed 20 days, and extend or further restrict the parole limits as required for the adjustment and supervision of the parolee. The probation officer should advise the USDB parole office of any such actions. The parolee gets prior approval of the Air Force Parole and Clemency Board, through the probation officer, for an absence of more than 20 days or for any travel that will take the parolee outside of the United States or its territories.

85.9. Upon receipt of a message from HQ AFSPA/SPCI approving actual release on parole, the corrections officer, superintendent, or NCOIC, contacts the servicing MPF for the prisoner concerned and provides them a copy of the message approving the transfer to parole. HQ AFSPA/SPCI provides specific actions for completing permanent change of station (PCS) orders and for releasing the prisoner. The AF Form 43 serves as the release order. DO NOT complete DD Form 367. Upon release on parole, the corrections officer ensures HQ AFSPA/SPCI receives the prisoner's original correction records, as well as copies of all documents about the parole approval and subsequent release.

85.10. The Air Force Clemency and Parole Board considers parolees for clemency. The clemency review package includes:

85.10.1. The assigned Federal probation officer's report on the parolee's adjustment.

85.10.2. Recommendations relative to return to duty from the assigned Federal probation officer; the Commandant, USDB; and HQ AFSPA/SPC if the parolee sends a written return to duty application to the Commandant, USDB. The Board transfers all enlisted personnel in parole status who are approved for the RTDP, through HQ AFSPA/SPC. The Board returns officers in parole status directly to duty through HQ AFSPA/SPC, upon approval for them to return to duty.

86. Termination of Parole. Expiration of the term of confinement terminates parole.

86.1. If the parolee receives a discharge or retires at the expiration of term of confinement, the Air Force releases the parolee from supervision upon completing the full term of the sentence.

86.2. When the parolee's sentence expires before completing appellate review and before execution of a discharge or retirement, the GCMA may place the parolee on excess leave.

86.3. Upon completion of paragraphs 86.1 and 86.2, the Parole Office, USDB, prepares and distributes DA Form 1708-R, **Certificate of Release From Parole**, according to USDB procedures.

86.4. When the Board authorizes assignment of a parolee to the RTDP, the Commandant, USDB, returns the parolee to military custody. Transportation costs incident to return to military custody under these conditions are born by the parolee.

87. Suspension of Parole. When the Commandant, USDB, receives information that the parolee may have violated the conditions of parole, the Commandant forwards this information immediately to SAFPC with an information copy to HQ AFSPA/SPC. The Director, SAFPC or appointee determines whether to suspend parole. If considered necessary to assure the presence of the parolee pending a determination of the parolee's status, the Director or appointee may direct the parolee be taken into custody. The Director or appointee advises the Board of the action taken as soon as possible.

88. Revocation of Parole. The Director, AFPC or appointee revokes parole according to the standards and procedures in DoD Directive 1325.4.

88.1. The Air Force Clemency and Parole Board shall take final action on the findings and recommendations of the officer or panel conducting the parole violation hearing. The Board supports a decision to revoke parole based on the evidence that the parolee violated a condition of parole. In determining whether the violation warrants revocation of parole, the board should consider the factors set forth in paragraph 76 as well as the impact the revocation will have on the parolee and his/her family.

88.2. After conducting a parole violation hearing, the officer or panel forwards a summary of the proceedings to the Commandant, USDB, immediately. The Commandant, USDB, notifies the parolee through the assigned Federal probation officer. If the Board revokes parole and the parolee is confined in a civilian institution, the Air Force lodges a detainer with civilian authorities. If the parolee is at large in the district of the violation pending decision on revocation, the commandant, USDB, initiates action to return the parolee to military control.

★88.3. When the Board suspends or revokes parole, the Air Force may issue a warrant for return to custody. Furnish copy of SAFPC decision to the Commandant, USDB with an information copy to HQ AFSPA/SPC. Rules on apprehension and return to military control of escaped prisoners apply.

88.4. The appointee initiating parole revocation action completes FBI Form I-12 on a parolee whose apprehension or location is desired. Check the "wanted for" box and give the reason for the notice. Completing the form does not mean the FBI will initiate arrest. They will merely notify the Commandant, USDB, of arrests coming to the attention of the FBI Identification Division. Cancel the "Wanted" notice by completing the applicable portion of the FBI Form I-12 and forwarding it directly to the FBI.

89. Forms Prescribed. AF Form 43, Certificate of Parole; AF Form 444, Advisement of Rights Upon Pretrial; Confinement; AF Form 511, Individual Prisoner Utilization; AF Form 807, Receipt for Prisoner's Personal Property; AF Form 808, Individual Cash Account in Personal Deposit Fund; AF Form 1387, Individual Receipt for Prisoner's Funds; AF Form 1388, Summary Receipt Voucher for Personal Deposit Fund; AF Form 1390, Request for Withdrawal from Personal Deposit Fund; AF Form 1391, Group Purchase Voucher for Personal Deposit Fund; AF Form 1392, Summary Disbursement Voucher for Personal Deposit Fund; AF Form 1393, Petty Cash Voucher for Personal Deposit Fund; AF Form 1398, Daily Status of Personal Deposit Fund; DD Form 367, Prisoner's Release Order; DD Form 497, Confinement Order; DD Form 498, Prisoner's Personal History Record; DD Form 504, Request and Receipt for Health and Comfort Supplies; DD Form 506, Daily Strength Record of Prisoners. DD Form 508, Report of/or Recommendation for Disciplinary Action; DD Form 509, Inspection Record of Prisoner in Segregation; DD Form 510, Request for Interview; DD Form 515, Roster of Prisoners; DD Form 1476, Prisoner's Admission Summary Data. DD Form 1477, Prisoner's Progress Summary Data; DD Form 1478, Prisoner's Summary (Continuation Sheet); DD Form 1479, Prisoner Assignment and Clemency Board Action; DJFD Form 249, FBI Current Arrest or Receipt Card; DJR Form 84, Final Disposition Report.

RICHARD A. COLEMAN, Brigadier General, USAF
Chief of Security Police

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

References

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AFI 31-209, *Air Force Resource Protection Program*, 10 November 1994

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AFI 48-123, *Medical Examination and Medical Standards*, 15 November 1994

★AFI 51-201, *Administration of Military Justice*, 1 Sep 1996

AFMAN 37-139, *Records Disposition Schedule*, 1 Mar 96

AFPD 31-2, *Law Enforcement*, 6 May 1994

AFP 31-221, *Air Force Corrections Program*, 31 March 1995

AR 633-30 (AFJI 31-215), *Military Sentences to Confinement*, November 1964 (formerly AFR 125-30)

Abbreviations and Acronyms

AA—Alcoholics Anonymous

AFCP—Air Force Corrections Program

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFLSA/JAJR Review—Air Force Legal Services Agency/Clemency, Corrections, and Officer

AFO—Accounting and Finance Office

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFSPA/CC—Commander, Air Force Security Police Agency

BAS—Basic Allowances for Substance

BOP—Bureau of Prisons

CA—Convening Authority

CCTV—Closed Circuit Television

CI—Chemical Irritants

CONUS—Continental United States

CPR—Cardio Pulmonary Resuscitation

CSP—Chief, Security Police

CTF—Correctional Treatment File

D&A—Discipline and Adjustment

DoD—Department of Defense

DOJ—Department of Justice

EGCT—Extra Good Conduct Time

ETS—Expiration Time in Service

FBI—Federal Bureau of Investigation

FDB—Final Disposition Board

FOIA—Freedom of Information Act

GCMA—General Court-Martial Authority

GCT—Good Conduct Time
GED—General Education Degree
HIV—Human Immunodeficiency Virus
HQ 11 WG/CC—Headquarters Commander, 11th Wing
HQ AFSPA/SPC Corrections—Headquarters Air Force Security Police Agency/Director of
HQ USAF/SP—Headquarters US Air Force/Chief of Security Police
JFTR—Joint Federal Travel Regulations
MAJCOM—Major Command
MAJCOM/SP—Major Command/Security Police
MOA—Memorandum of Agreement
MPF—Military Personnel Flight
MRD—Minimum Release Date
MWD—Military Working Dog
NA—Narcotics Anonymous
NAVCONBRIG—Naval Consolidated Brig
NCIC—National Crime Information Center
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
OCONUS—Outside the Continental United States
O&M—Operation and Maintenance
PA—Privacy Act
PCS—Permanent Change of Station
PDF—Personal Deposit Fund
PL—Public Law
RTDP—Return-to-Duty Program
SAF—Secretary of the Air Force
SAFPC—Secretary, Air Force Personnel Council
SJA—Staff Judge Advocate
SP—Security Police
SSN—Social Security Number
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File
UPRG—Unit Personnel Records Group
USC—United States Code
USDB—US Disciplinary Barracks (Fort Leavenworth KS)

★**Terms**

Adjudged —The status of a prisoner from the time of adjudication by a courts-martial until approval of the sentence by the convening authority.

Administrative Discharge—Action taken to separate an airman from the US Air Force according to AFI

Administrative Segregation —The physical segregation of a prisoner for observation, medical reasons, protection, or as a control measure.

Aggregate Sentence—The total sentence time pending against a prisoner when adding the results of two or more sentences from courts-martial actions.

Appellate Review—The process of legal sufficiency and sentence applicability review which commences immediately after judgment and continues through issuance of a final courts-martial order after all military appeals have been exhausted.

Central Repository —A headquarters office which serves as a clearinghouse of information on confinee status and collects and reports data on the delivery of victim and witness assistance including notification of confinee status changes. HQ AFSPA/SPC is the Air Force's Central Repository.

Classification —The process and act of evaluating and observing a prisoner and making a decision as to the degree of custody and control required for that prisoner.

Clemency—The act of an authorized individual or body modifying a courts-martial sentence by suspension or remission of any unexecuted portion of the sentence.

Contraband—Any item in the possession of a prisoner or located within a confinement or correction facility which is not specifically authorized by regulation or the confinement officer.

Convening Authority Action—The approval of a courts-martial sentence by the officer exercising courts-martial jurisdiction over that courts-martial.

Correctional Treatment File (CTF)—A file established on each prisoner upon admission to the confinement facility and following the prisoner through the sentence to final discharge or return to duty.

Deviation—A waiver, variance, or exception to required standards.

Discipline and Adjustment Panel—A panel of personnel appointed to review and make disciplinary recommendations on a prisoner who has been accused of a violation of confinement rules or regulations.

Disposition Board—A board of personnel appointed to review information, interview a prisoner, and formulate recommendations for clemency and parole as the prisoner is eligible.

Escape—The unauthorized absence of a prisoner from custody.

Escort—A person or persons detailed to provide custody and control of a prisoner while not within the confinement facility.

Exception—The approved continuance of a noncorrectable condition which varies from a corrections standard. Exceptions require compensatory measures.

Excess Leave—Voluntary or involuntary non-chargeable leave taken by a person upon release from confinement pending completion of appellate review.

Extra Good Conduct Time—That time credited towards a prisoner's sentence to confinement that is over and above good conduct time provided by law and according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30), and this AFI.

Forfeitures—That portion of a sentence which partially or totally removes pay and entitlements from a prisoner's pay as they accrue.

Good Conduct Time—That time which is credited towards a prisoner's sentence to confinement that is allowed according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30), and this AFI.

Health and Comfort Items—Those items deemed necessary by the confinement officer or instruction for issue to prisoners.

Inoperative Time—Any period of time during which a prisoner is not credited with serving his sentence to confinement.

Local Confinement Facilities (LCF)—LCFs provide an initial confinement location for pretrial, post-trial (180 days or less) and casual prisoners waiting transfer to Regional Correctional Facilities.

Long-Term Corrections—Currently the United States Disciplinary Barracks (USDB) Ft Leavenworth KS is designated by HQ AFSPA/SPC as the long term corrections facility for all officers regardless of length of sentence, AF Academy Cadets with sentences of 1 year or more, and enlisted members with a sentence of 5 years or more left to minimum release date. The Air Force may also transfer prisoners to the Federal Bureau of Prisons (BOP) when approved by the Air Force Clemency and Parole Board.

Maximum Release Date—The date of release for a prisoner sentenced to confinement without computation of good conduct time as authorized by AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30).

Minimum Release Date—The date of expected release for a prisoner sentence to confinement when computation of good conduct time has been include according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* (formally AFR 125-30).

Parole—The conditional release of an eligible prisoner, on order of the Air Force Clemency and Parole Board or the Secretary of the Air Force, to the supervision of a Federal Probation Service.

Parolee—A prisoner who has been released by order of the Air Force Clemency and Parole Board or Secretary of the Air Force and who is under the supervision of a Federal Probation officer.

Personal Deposit Fund—A government controlled fund which is established for control and safekeeping of the prisoner's funds.

Post-trial Prisoner—A prisoner's status after adjudgement by courts-martial.

Prerelease Conference—A conference convened to counsel and prepare a prisoner for release from confinement.

Pretransfer Conference—A conference convened to counsel and prepare a prisoner for transfer to another confinement facility or Regional Corrections Facility.

Pretrial Prisoner—A prisoner awaiting filing of charges, disposition of charges, trial by court-martial or trial by a foreign court is a pretrial prisoner.

Prisoner—Any military individual, whether pretrial, adjudged, or sentenced, confined in a corrections facility.

Regional Correctional Facility (RCF Level 1)—A Level 1 facility normally houses post-trial prisoners with less than 1 year to minimum release date. They may also house pretrial and prisoners pending other actions, in transit, or waiting transfer to Regional Correctional Facilities. Limited treatment programs will be offered consistent with security requirements and available resources.

Regional Correctional Facility (RCF Level 2)—A Level 2 facility normally houses prisoners with more than 1 year but less than 5 years to minimum release date. Level 2 facilities will provide at minimum, the following treatment programs: Crisis Intervention, Corrections/Offense related counseling, Sex Offender Treatment Program, Drug and Alcohol Education including Narcotics Anonymous and Alcoholic Anonymous, Stress Management, Pre-Release, Vocational Training, Functional Skills Testing, and Remedial Education.

Release-related activities—Any action, hearing, or review that releases or affects the scheduled release date of a prisoner.

Sentenced—The status of a prisoner after convening authority approval action.

Temporary Home Parole—A conditional release from confinement for a specified period of time, as authorized by this instruction, for the purpose of a home visit in emergency situations.

Variance—The continuance of a nonstandard condition, which technically varies from a requirement, but provides essentially the same level of standard. A variance does not require compensatory measures.

Victim —A person who suffers direct physical, emotional, or financial harm as a result of the commission of a crime committed in violation of the UCMJ, or in violation of the law of another jurisdiction if military authorities have been notified. When the victim is under 18 years of age, incompetent, incapacitated, or deceased the includes one of the following (in order of precedence): a spouse, legal guardian, parent, child, or another person designated by the Court. When stationed outside the continental United States, victims also include DoD civilian employees and contractors, and their family members.

Victim and Witness Coordinator —An individual appointed at each confinement facility responsible for keeping a victim or witness notified of a prisoner's release or release-related activities.

Waiver—The approved continuance of a temporary condition that varies from a requirement and creates a vulnerability to the protected area. A waiver requires compensatory measures.

Witness—A person who participates in a criminal investigation or proceeding for the purpose of providing information or evidence concerning the offense. When the witness is a minor child, this term includes the minor's parents or any person having legal custody of the minor. The term witness does not include defense witness or an individual involved in the crime as a perpetrator or accomplice.

SAMPLE PERSONAL DEPOSIT FUND ACTIVITY REPORT

Installation:_____.

Period of _____ through _____.

1. According to AFI 31-205, an inspection of the personal deposit fund was conducted as directed by (installation commander or other authorized official).

2. The inspection included a review of the accounting system, internal controls, and a detailed inspection of all transactions for the period of _____ through _____.

3. Statement of operations as follows:

a. Balance on hand as of (ending date of previous inspection):

b. Deposits:

c. Withdrawals:

d. Balance on hand as of (ending date of this inspection):

e. Petty cash:

f. Bank balance as of (ending date of this inspection):

g. Outstanding checks:

h. Outstanding deposits:

i. Revised checkbook balance:

4. Recommended improvement areas: (Auditor's remarks)

Disinterested Official's Signature
(Include typed name, grade, organization, duty title)

Custodian, Personal Deposit Fund, Signature
(Include typed name and grade)

Installation Commander or Authorized Official's Signature

SAMPLE CERTIFICATE OF TRANSFER OF ACCOUNTABILITY**1. Certificate of Outgoing Custodian:**

I certify that I have, on _____ 19__, transferred to (Name, Grade, SSN), the new custodian appointed by (Name, Grade, SSN), dated _____ 19__, \$_____ cash on hand and \$_____ on deposit to the credit of the personal deposit fund for (Name, Grade, Office).

This represents the total of the balance on deposit with me as custodian of the individual accounts of all prisoners listed below:

NAME OF PRISONER BALANCE ON DEPOSIT

_____	_____
_____	_____
_____	_____
_____	_____

At the same time, I conducted an inventory of the personal effects in my custody of all prisoners in confinement as of this date at _____(hrs), and all items of material value as listed on the individual account sheets in the effects section of the prisoner's property record were present.

(Signature)

2. Certificate of New Custodian:

I certify that I have, on _____ 19__, received from (Name, Grade, SSN), the sum of \$_____, representing (Name, Grade, SSN), the balances due prisoners listed above together with the personal effects, as listed on the individual account sheets in the effects section of the prisoner's personal property record, of all prisoners in confinement as of this date at _____(hrs), and I hereby relieve the previous custodian from all responsibility for the same.

(Signature)

★PRISONER DOCUMENT TRANSFER REQUIREMENTS

A4.1. Mail all items in this list if the prisoner travels without escort; the prisoner's escort carries them when escorted. Exceptions to this are in bold print at the end of the entry.

A4.2. Documents or personal items relating to transfer:

- Cover letter of transmittal of items.
- Copies (20) of orders directing travel. The escort or prisoner (if traveling unescorted) carries additional copies unsealed.
- Transportation request (copy) for each prisoner.
- List of clothing and equipment in possession of each prisoner on departure (For a list of required items, check the HQ AFSPA BBS).
- All health and comfort items; not in a sealed package, and may be used in transit. (**Carried by escort; or by prisoner if traveling unescorted.**)
- Agreement to travel without escort.
- All other items in prisoner's case file not otherwise listed in this attachment.
- HIV test status.
- Court-martial orders (six copies) promulgating or modifying sentence). If court-martial orders are not yet published, one copy of the following:
 - Charge sheet.
 - AF Form 1359, **Report of Result of Trial**.
 - Action of Convening Authority.
 - Copies of any DD Forms 508; 1569,
 - **Incident/Complaint Report**; Article 15 (prior or current), additional court-martial orders, reports, or counseling documentation, etc.
 - Staff Judge Advocate's Review Summary of Offense,
 - Record of Trial.
- Notice of any additional civil or military charges pending with a copy of the charges (when applicable, include notice of suspended sentences and periods of probation).
- Decision of Air Force Court of Criminal Appeals (and United States Court of Appeals for Armed Forces when applicable), if the decision has been received and not yet disposed of by final supplementary court-martial order.
- Report of status of appellate review, so far as not otherwise covered. If the Court of Military Review's decision has been received and is not final, indicate whether the prisoner has petitioned the Court of Military Appeals for a grant of review; if so, include a copy of the petition.
- DJFD Form 249.
- DD Form 498. Enter any inoperative time in the remarks section. Also include any earned, forfeited, or waived GCT or EGCT in item 16, with supporting documentation.
- Any other reports on file regarding the prisoner's history which may assist in classification, clemency consideration, decision to return to duty, or parole.
- DD Form 553 and DD Form 616, **Report of Return of Absentee**, or other documented evidence when escape and return to military control affects release date. Also, documentation of any unauthorized absence while serving sentence.
- Documented evidence of physical examination by medical officer.
- Report of any neuropsychiatric examination.
- Copies of all DD Form 1476, 1477 and 1478.
- Copies of all DD Forms 497 applying to the prisoner.
- Copy of DD Form 367, showing date of and authority for release of prisoner, when applicable.
- Detainer for return to military custody or to civilian authorities and permission from court concerned to transfer prisoner from its jurisdiction, when applicable.

A4.3. Prisoner personnel and pay records:

- Coordinate with the MPF to mail the UPRG within 15 days after the transfer of prisoner (see note 1). AF Form 899, PCS Order and Medical records are hand carried by the escort. Dental records are mailed to the confinement facility. DO NOT send these to a Federal facility.
- Hand carry PDF Check plus a properly certified voucher, or a copy of the appropriate AF Form 1392 covering personal money of transferred prisoners.

- Hand carry DD Form 504, AF Form 808 and appropriate PDF account paperwork to the designated confinement facility.
- Certificate of Discharge, if applicable.
- Completed AF Form 2098.

NOTES:

1. HQ AFSPA/SPC is responsible for all personnel actions on prisoners transferred through HQ AFSPA/SPC only. File the unfavorable information file in the UPRG and mail to HQ AFSPA/SPC, 8601 F AVE SE, Kirtland AFB NM 87117-5516.

DISPOSITION BOARD CONSIDERATION SCHEDULE

Table A5.1. Disposition Board Consideration Schedule.

R U L E	A	B	C	D
	If sentence to confinement is	then unless an earlier board is directed, the board is	and results of the board reach SAFPC	and approval authority is
1	less than 12 months	not required	not required	GCMA or SPCMA for special clemency (note 1).
2	12 or more months and no discharge (note 2)	not later than the end of the 7th month (notes 3, 4, and 5)	15 days prior to the end of the 9th month	SAFPC (note 6).
3	12 to 18 months with a discharge	not later than the end of the 4th month (notes 3, 5, and 7)	15 days prior to the end of the 6th month	SAFPC (note 6).
4	over 18 months to 36 months with discharge	not later than 60 days before member serves one third of sentence (notes 3, 6, and 7)	15 days prior to parole eligibility date	SAFPC (note 6).
5	over 36 months to less than 30 years with discharge	annually after CA action for clemency or transfer to BOP and not later than 60 days before on-third of sentence for parole (notes 5 and 8)	within 45 days follow-ing the disposition board	SAFPC (note 6).
6	30 years or more including life with discharge	annually after CA action for clemency or transfer to BOP and not later than 60 days before 10 years of sentence served for parole (notes 5 and 8)	within 45 days follow-ing the disposition board	SAFPC (note 6).

NOTES:

- ★1. Prisoners with sentences of less than 12 months may request clemency consideration in writing to the GCMA/SPCMA. (See AFI 51-201, Sec G, paras. 11.17 and 11.19.)
- 2. Discharge as used in this schedule includes an approved unsuspended punitive discharge, dismissal, administrative discharge, or retirement. An individual must have one of these to be parole eligible.
- 3. Schedule prisoners who reach or surpass their initial clemency and/or parole eligibility dates for a disposition board as soon as possible but not later than 30 days after completion of CA action. If a prisoner transfers when due a disposition board, but before convening a disposition board, the new facility staff convenes a disposition board at the new facility within 30 days.
- 4. Consider prisoners with a sentence to confinement (with no punitive discharge) of over 36 months including life for clemency annually after CA action.
- 5. For this purpose, a sentence to confinement includes all confinement (for example, pretrial or credit for illegal pretrial confinement), and excludes any inoperative time (for example, deferment of sentence).
- 6. If you are unable to meet the requirements of column "C", submit a letter of explanation to SAFPC prior to the clemency/parole eligibility date.
- 7. Consider prisoners for clemency, restoration (if requested), and parole. Establish parole eligibility at one-third of the total sentence or 6 months, whichever is greater.
- 8. Consider prisoners for parole if the parole eligibility date is within 120 days of the disposition board.

★SAMPLE LETTER--CONSENT TO RTDP CONDITIONS

MEMORANDUM FOR RTDP MANAGER

FROM: (Name of RTDP candidate)
(Military address of candidate)

SUBJECT: Consent to RTDP Conditions, Waiver of Good Conduct Time, and Consent to Participate in RTDP Beyond Maximum Release Date

As a participant in the USAF Return-to-Duty Program (RTDP), conducted at NAVCONBRIG Charleston, SC, I voluntarily agree to comply with the rules and conditions of the program, including but not limited to:

- a. I agree to share sleeping quarters, eating facilities, and rehabilitative training facilities with all other RTDP candidates, including those who have not completed their sentences of confinement. I further understand that noncompliance with any rules and conditions of the RTDP may result in my termination from the program and separation from the Air Force. I also understand that noncompliance could result in disciplinary action if deemed appropriate.
- b. I fully understand that I may not complete the RTDP prior to minimum/maximum release date from confinement. If necessary, I voluntarily consent to remain housed in and abide by the rules of NAVCONBRIG Charleston, beyond my maximum release date of _____, to complete the RTDP. I also understand that successful completion of the program is not a guarantee to return to active duty. I understand that if I elect to withdraw from or fail to complete the program due to removal any time after my maximum release date, I will receive a release from the corrections facility as soon as possible, but not later than the duty day following the day I sign my withdrawal statement. I have been fully advised of my right to release from confinement by _____ (enter name of area defense counsel), USAF Judiciary, Area Defense Counsel.
- c. I agree to waive any good conduct time and extra good conduct time I have accrued or will accrue while in the RTDP. I understand that if I fail to complete the RTDP due to removal or if I elect to withdraw from the program, I will receive back all abatement time to my term of confinement I previously waived, unless abatement time was removed by Disciplinary and Adjustment Board action. I waive ____ (enter number of days) days of good conduct time. I understand signing this waiver may result in extending my time in confinement to the maximum release date of _____ (enter candidates maximum release date). I understand that by this waiver, I may continue to live in a confinement environment.
- d. I agree to waive parole consideration while a participant in the RTDP. I understand that I will receive parole consideration, if otherwise eligible and in accordance with AFI 31-205, paragraph 79, in the event I withdraw from or fail to complete the RTDP due to removal and return to confinement.
- e. I understand that clemency consideration for candidates in the RTDP will be in accordance with guidelines established in AFI 31-205, paragraph 77.

(Typed Name, SSN, and Signature of Candidate)

1st Ind., (USAF Judiciary, Area Defense Counsel)

TO: HQ AFSPA Det 3/CC

Prior to signing the foregoing consent, I fully advised _____ (name of candidate) of (his/her) rights regarding

(his/her) sentence to confinement, including (his/her) right to a prompt release from NAVCONBRIG Charleston, if (he/she) fails to complete the RTDP due to removal or if (he/she) elects to withdraw from the program any time after (his/her) maximum release date.

(Signature element of Area Defense Counsel)

2nd Ind., HQ AFSPA Det 3/CC

TO: RTDP Manager

Request Approved/Disapproved.

(Signature element Det 3/CC)

**★SAMPLE LETTER - INITIAL VICTIM/WITNESS NOTIFICATION COVER
LETTER**

TO BE PREPARED ON LETTERHEAD

Date

YOUR ORGANIZATION

Reference: Prisoner ()

VICTIM/WITNESS ADDRESS

Dear (),

We have received your request for enrollment into the Victim and Witness Notification Program. The impact of crime is devastating to innocent victims, witnesses and their families and we will make every effort to be responsive and sensitive to your request.

We will notify you, using the attached form (Victim/Witness Notification of Prisoner Status - DD Form 2705) of the pending release or release-related activities of the above-named individual. This includes notification of the prisoners initial parole and clemency eligibility dates, clemency and parole hearing dates (if appropriate), transfer to another confinement facility, and temporary releases (i.e. emergency leave, hospitalization). Some prisoners earn a portion off their sentence for good behavior. This is referred to as "earned good conduct time" and, if earned will affect the release date.

The date a prisoner is eligible for a parole hearing is mandated by Department of Defense policy and indicates only that a hearing will be held. You will be advised prior to the prisoner appearing before the service Clemency and Parole Board. This will provide you with an opportunity, if you desire, to submit an impact statement to that board.

We intend that your request for notification remain confidential. If this prisoner learns through other means that you have made this request, or threatens or attempts to intimidate you in any manner, notify this office immediately.

To continue to receive notification of status changes, it is important that you keep us informed of any changes in your address or telephone number. Should you decide to remove yourself from the program, you need to submit a written request to the service Central Repository (**provide appropriate address and both DSN and commercial phone numbers**). Also your request may be canceled if you do not respond within 60 days to any subsequent inquiries pertaining this notification.

If you have any question or concerns, or would like more information, you can reach your victim and witness coordinator at ().

Sincerely,

CO/OIC

Attachment

DD Form 2705, Victim/Witness Notification of Prisoner Status

★SAMPLE LETTER - PRISONER STATUS CHANGE COVER LETTER

TO BE PREPARED ON LETTERHEAD

Date

Your Organization Address

Victim/Witness Address

Dear (),

Our records reflect that you previously requested notification regarding all significant release and release-related activities pertaining to prisoner ().

The attached form indicates what action is pending or has been taken in this case. If you have any questions or would like more information, please contact my victim and witness coordinator (name) at (phone).

Sincerely,

CO/OIC

Attachment

DD Form 2705, Victim/Witness Notification of Prisoner Status

**★SAMPLE REPORT- SUGGESTED VICTIM/WITNESS MONTHLY STATUS
REPORT (RCS: HAF-SP(M)9611)**

Date

MEMORANDUM FOR HQ AFSPA/SPCI

FROM: (Correctional Facility)

SUBJECT: Monthly Victim/Witness Activity Report

1. The following prisoners have victims/witnesses enrolled in the Victim/Witness Notification Program for whom a victim/witness notification (DD FM 2705) was made for this month.

Prisoner Name	Service	SSAN	Date Entered VWAP	MRD	PED	# Status Changes	Reason (Code)	Total # 2705s Sent
Jones, Johnny	USAF	001-11-1111	12 Aug 96	10 Dec 96	N/A	01	A	05
Smith, Jim A.	USAF	111-22-3333	19 Aug 96	20 Sep 02	07 May 99	02	A,F	03
Williams, Tina	USN	222-11-4444	10 Aug 96	04 Sep 96	N/A	01	C	01

2. Any question concerning this report should be directed to (Confinement NCO and Phone number).

Signature Block

CODES TO BE USED FOR REPORT

CODES:

- (A) Initial Notification/Eligibility Dates
- (B) Notification of Clemency/Parole Hearing
- (C) Notification of Release
- (D) Notification of Escape
- (E) Notification of Reconfinement
- (F) Notification of Transfer
- (G) Notification of Emergency Leave
- (H) Notification of Death
- (I) Other (Identify)

★HEALTH AND COMFORT ITEMS

Prisoners in pay status will purchase health and comfort items through their PDF. Prisoner's in non-pay status will be issued health and comfort items at limits established by the facility. Items issued may be paid for through the prisoners parent unit O&M funds or provided as part of the facilities established stock purchased through installation O&M funds.

A. The following personal hygiene/health items will be issued when such items are not already in the prisoner's possession. These items will be made available to all persons per limits established by the corrections officer. Generic items may be purchased as a means of controlling cost.

1. Brush, tooth
2. Razor, disposable (An electric razor may be substitute at the discretion of the corrections officer)
3. Brush, shaving (at the option of the prisoner)
4. Comb, or Afro comb, rubber or plastic, no rat tail.
5. Soap, toilet: soap dish.
6. Towel (bath and face).
7. Tooth paste or powder.
8. Shaving soap or cream.
9. Shower shoes.
10. Deodorant.
11. Shoe polish and brush.
12. Sanitary napkins/tampons (female prisoners)
13. Skin lotion.
14. Shampoo
15. Hair brush
16. Any other item deemed appropriate as a personal hygiene/health item by the corrections officer.

B. The following comfort items may be issued at the prisoner's request.

1. Writing instrument (as approved by the facility commander).
2. Writing tablet.
3. Envelopes.
4. Face cream.
5. Nail clipper (without file).
6. Chapstick
7. Detergent (if no laundry detail)
8. Panty liner
9. Hair curlers (sponge)
10. Hair grease.
11. Barrettes/hair ties.
12. Stamps (prisoner's in non-pay status use official mail for official correspondence only).
13. Any other item deemed appropriate as a comfort item by the corrections officer.

NOTE: Tobacco products and food items are not considered health and comfort items.

★PRISONER CLASSIFICATION GUIDELINES

The following descriptions illustrate behavior characteristics that are typical of prisoner custody levels.

	Risk of Escape	Violence	Mental/Emotional
MAXIMUM	<ul style="list-style-type: none"> • Conduct that indicates high probability of escape • History of escape or escape attempts • Specialized Training (Escape & Evasion) 	<ul style="list-style-type: none"> • Recent history of violent crimes and/or violent conduct • Active member gang/group advocating violence • Recent assault on staff 	<ul style="list-style-type: none"> • Highly unpredictable • History of serious mental instability • History of extremely violent behavior • Record of suicide gestures or attempts
MEDIUM-IN	<ul style="list-style-type: none"> • Escape history, involves flight from custody or attempts • Conduct indicates probability of escape 	<ul style="list-style-type: none"> • History of violent behavior involving weapons • History of serious injury to victims 	<ul style="list-style-type: none"> • Major emotional disorder • Record of instability • Record of suicide gestures or attempts
MEDIUM-OUT	<ul style="list-style-type: none"> • Poses minimal escape risk • No history of escape or attempts 	<ul style="list-style-type: none"> • Limited history of violent behavior not involving weapons 	<ul style="list-style-type: none"> • Stable personality • No record of suicide gestures or
MINIMUM	<ul style="list-style-type: none"> • No history of escape or attempts 	<ul style="list-style-type: none"> • No history of violent behavior 	<ul style="list-style-type: none"> • Stable personality • No record of suicide gestures or
COMMUNITY	<ul style="list-style-type: none"> • No history of escape • Requires minimal supervision 	<ul style="list-style-type: none"> • No history of violence 	<ul style="list-style-type: none"> • Stable personality • No record of suicide gestures or

NOTE: These characteristics are used only as guidelines; decisions should also be based on evaluations by the classifications committee (including mental health and security staff) to determine proper custody level assignment. Prisoner may also be assigned increased or decreased levels of custody based on behavior during incarceration.

GUIDELINES FOR PRISONER CUSTODY LEVELS

The custody classification levels and level of supervision often considered appropriate are indicated in the following chart:

CUSTODY LEVELS

ACTIVITY	MINIMUM/COMMUNITY	MEDIUM	MAXIMUM
Observation by staff	Occasional; appropriate to situation	Frequent and direct	Always supervised when outside cell
Day movement inside facility	Unrestricted	Observed periodically by staff	Restricted; directly observed or escorted when outside cell
Movement after dark	Intermittent observation	Restricted, with direct supervision	Out of cell only for emergencies. In restraints when outside cell, or as approved by corrections officer.
After evening lockdown	Intermittent observation	Escorted and only on order of corrections officer	Out of cell only for emergencies. In restraints when outside cell, or as approved by corrections officer.
Meal periods	Intermittent observation	Supervised	Directly supervised or in cell
Access to jobs	Eligible for all, both inside and outside perimeter	Inside perimeter only	Only selected day jobs inside perimeter, or directly supervised within the housing unit

Visits	Contact; periodic supervision, indoor and/or outdoor	Contact, supervised	Noncontact or closely supervised (1-1)
Leave the facility	Unescorted/escorted	Direct staff escort, handcuffs with chains and leg irons (optional); armed escort (optional)	Minimum of two escorts with one armed, full restraints, strip search prior to departure and on return